DATE: December 11, 2014

TO: Campus Community

FROM: Jennifer Potter
Associate Vice President for Finance and Controller

RE: 2015 Mileage Reimbursement

The IRS has announced that the standard business mileage rate for transportation expenses paid or incurred beginning January 1, 2015 will be 57.5 cents per mile for all business miles driven.

Employees will be reimbursed for use of personal automobiles when the University requires such usage and the mileage in any single day exceeds their base mileage rate (normal commuting distance). The reimbursement is calculated as follows:

- Determine the total number of business-related miles traveled during the day, beginning and ending at your residence.
- Subtract from that total your base mileage (normal commuting distance) when making a round trip between your residence and your assigned office.
- The difference is your allowable reimbursed miles. Documentation for reimbursed mileage amounts must include the above calculation, destination and business purpose.

Actual toll charges and parking fees, if itemized, may also be claimed under this method of reimbursement. This rate is intended to cover all transportation and operating costs including insurance. The cost of buying gas is included in the mileage reimbursement rate, and should not be separately charged when requesting reimbursement from the University for mileage.

The only recognized exception to the above reimbursement rate is for Admissions Counselors. The mileage reimbursement rate for Admissions Counselors is 46.5 cents per mile (plus gas and insurance).