

January 26, 2016

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: David Price, University Controller

SUBJECT: Clarification for Travel Mileage Rate Change and New Rental Car State Term Contract Memo dated January 13, 2016

The Office of State Budget and Management (OSBM) clarified the mileage reimbursement rates for official university business. The following mileage reimbursement rates will apply:

1. If an employee chooses to use their personal vehicle and the round trip does not exceed 75 miles, the employee will be reimbursed 54 cents per mile.
2. If an employee chooses to use their personal vehicle and the round trip exceeds 75 miles, the employee will be reimbursed 34 cents per mile.
3. If a state-owned vehicle or a rental car from the state term contract are available, and an employee chooses to use his/her personal vehicle on trips that exceed 75 miles round trip, the employee will be reimbursed at a rate of 34 cents per mile.
4. If a state-owned vehicle and a rental car from the state term contract are not available and an employee chooses to use his/her personal vehicle, the employee can receive an exception if it is more economical to the state to reimburse at the IRS rate (54 cents per mile).

The new state term contract with private rental car companies Hertz, Enterprise and National Car Rental can be found at [State Term Contract 975B Vehicle Rental Services](#).

More details on Travel Requirements for University Employees can be found on the [University Controller's Travel Guidelines website](#). These changes will be updated in the Travel Guidelines.

If you have any questions, please contact Kim Kelley at 515-7132 or kim_kelley@ncsu.edu.

cc: Barbara Moses, Interim Associate Vice Chancellor, Finance and Resource Management
LEADS