CONTROLLERS

Subject: Mileage Reimbursement Rate Changes Effective January 1, 2014

The University's mileage reimburse rates for expenses incurred in connection with the business use of a private automobile will decrease in accordance with the Internal Revenue Service standard mileage rates published in IRS Notice 2013-80. The following new rates are effective for expenses incurred on or after January 1, 2014:

- The reimbursement rate for the use of a private automobile for University business travel will decrease from 56.5 cents a mile to 56 cents a mile.

- The reimbursement rate for driving or shipping an automobile in connection with a move or relocation will decrease from 24.0 cents a mile to 23.5 cents a mile.

I would like to remind the campus that we are considered a public agency. As such, we should use University resources in a prudent manner. University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur, and avoid any expenditure that would appear extravagant or lavish under the circumstances.

Business and Finance Bulletin G-28, Travel Regulations, will be revised to include the mileage rate change. If you have any questions, please call John Barrett at (510) 987-0903.

cc: Executive Vice President Brostrom
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Vice Chancellors—Administration
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Controllers
December 6, 2013
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Assistant Vice President Sampson
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Disbursements Managers
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