CONTROLLERS

Subject: Mileage Reimbursement Rate Changes Effective January 1, 2016

The University’s mileage reimbursement 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 2016-1. The following new rates are effective for expenses incurred on or after January 1, 2016:

- The reimbursement rate for the use of a private automobile for University business travel will decrease from 57.5 cents a mile to 54 cents a mile.

- The reimbursement rate for driving or shipping an automobile in connection with a move or relocation will decrease from 23 cents a mile to 19 cents a mile.

I would like to remind the campuses 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.

Nathan Brostrom
Executive Vice President and
Chief Financial Officer

cc: Executive Vice President-COO Nava
Provost Dorr
Vice President Duckett
Vice Chancellors—Administration
Associate Vice President Arrivas
Controllers
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Vice President Budil
Vice President Humiston
Executive Director Kalmijn
Disbursements and Travel Managers
Manager Barrett