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**Memorandum**

TO: Deans, Directors, Department Heads and Travel Preparers

FROM: Andrew P. Mangels, Controller

DATE: June 26, 2008

SUBJECT: Update to the 2008 University Mileage Reimbursement Rate-July to December 2008

We have received notification from the President's Office that the mileage reimbursement rate for employees who use their cars on university business will increase to 58.5 cents per mile effective July 1, 2008 to December 31, 2008. In addition, the rate for deductible medical or moving expenses is 27 cents per mile, also effective July 1, 2008. These rates are established by the Internal Revenue Service.

Please inform your staff.

Thank you.