

**M E M O R A N D U M**

TO: Deans, Directors, Department Heads and Travel Preparers

FROM: Christine Wilda, Associate Chancellor for Compliance

DATE: January 24, 2020

SUBJECT: 2020 University Mileage Reimbursement Rate

The Internal Revenue Service issued Notice 2019-215 outlining the decrease for 2020 in the allowable standard mileage rate for employees who use their vehicles for University business from 58 cents to **57.5 cents per mile**. In addition, when computing deductible mileage for medical expenses, the new rate has decreased from 20 cents to 17 cents per mile for 2020. The rate associated with miles driven in service of charitable organizations remains at 14 cents. These changes are effective January 1, 2020.

Please inform your staff. Thank you for your attention to this matter.