MEMORANDUM

TO: Deans, Directors, Department Heads and Travel Preparers
FROM: Frank Sousa, Controller
DATE: January 1, 2022
SUBJECT: 2022 University Mileage Reimbursement Rate

The Internal Revenue Service issued Notice 2022-03 outlining the increase for 2022 in the allowable standard mileage rate for employees who use their vehicles for University business from 56 cents to **58.5 cents per mile**. In addition, when computing deductible mileage for medical expenses, the new rate has increased from 16 cents to 18 cents per mile for 2022. The rate associated with miles driven in service of charitable organizations remains at 14 cents. These changes are effective January 1, 2022.

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