



VICE PRESIDENT—FINANCIAL MANAGEMENT

OFFICE OF THE PRESIDENT
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CONTROLLERS

Subject: Mileage Reimbursement Rate Increases for 2008

The University's mileage reimbursement rates for expenses incurred in connection with the business use of a private automobile will increase in 2008 to conform to the Internal Revenue Service standard mileage rates announced in Revenue Procedure 2007-70. The increase in the mileage rates is based on an annual study of the fixed and variable costs of operating an automobile. The new rates are effective for expenses incurred on or after January 1, 2008.

- The reimbursement rate for the use of a private automobile for University business travel will increase from 48.5 cents a mile to 50.5 cents a mile. Appendix A of Business and Finance Bulletin G-28, Policy and Regulations Governing Travel, will be revised to include this change.
- The reimbursement rate for driving or shipping an automobile in connection with a move or relocation will decrease from 20 cents a mile to 19 cents a mile. Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation, will be revised to incorporate this change.

If you have any questions, please call Michael O'Neill at (510) 987-0905.

Anne C. Broome
Vice President—Finance

cc: Executive Vice President and Provost Hume
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