



VICE PRESIDENT—FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

January 5, 2010


CONTROLLERS

Subject: Mileage Reimbursement Rate Decreases for 2010

The University's mileage reimbursement rates for expenses incurred in connection with the business use of a privately-owned automobile will decrease in accordance with the Internal Revenue Service standard mileage rates published in IR 2009-111. The new rates are effective for expenses incurred on or after January 1, 2010.

- The reimbursement rate for the use of a private automobile for University business travel will decrease from 55 cents a mile to 50 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 24 cents a mile to 16.5 cents a mile. Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation, will be revised to include this information.

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 CFO Taylor
Interim Executive Vice President Brostrom
Vice Chancellors—Administration
Vice President Duckett
Assistant Vice President Plotts
Assistant Vice President Van Ness
Interim Executive Director Price
Disbursements Managers
Manager O'Neill