



OFFICE OF THE EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

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

December 15, 2017

CONTROLLERS

Subject: Mileage Reimbursement Rate Changes Effective January 1, 2018

The University's mileage reimbursement rates for expenses incurred in connection with the business use of a private automobile will *increase* in accordance with the Internal Revenue Service standard mileage rates published in IRS Notice 2018-03. The following new rates are effective for expenses incurred on or after January 1, 2018:

- The reimbursement rate for the use of a private automobile for University business travel *will increase* from 53.5 cents a mile to 54.5 cents a mile.
- The reimbursement rate for driving an automobile in connection with a move or relocation will *increase* from 17 cents a mile to 18 cents a mile.

I would like to remind the campuses that we are considered a public agency. As such, we should use University resources in a prudent manner. University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur, and avoid any expenditure that would appear extravagant or lavish under the circumstances.

Business and Finance Bulletin G-28, *Travel Regulations*, will be revised to include the mileage rate change at the next update. If you have any questions, please call John Barrett at (510) 987-0903.

A handwritten signature in black ink, appearing to read "Nathan Brostrom".

Nathan Brostrom
Executive Vice President and
Chief Financial Officer

cc: Provost and Executive Vice President Brown
Executive Vice President-COO Nava
Vice Chancellors—Administration
Vice President Duckett
Associate Vice President Arrivas

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Vice President Budil
Vice President Humiston
Executive Director Kalmijn
Disbursements and Travel Managers
Manager Barrett