Subject: Mileage Reimbursement Rate Changes Effective January 1, 2019

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 2019-02. The following new rates are effective for expenses incurred on or after January 1, 2019:

- The reimbursement rate for the use of a private automobile for University business travel will increase from 54.5 cents a mile to 58.0 cents a mile.

- The reimbursement rate for driving an automobile in connection with a move or relocation will increase from 18 cents a mile to 20 cents a mile. (Note that reimbursements for moving-related expenses, including mileage, are considered taxable wage income after January 1, 2018).

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.

Nathan Brosstrom
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
December 17, 2018
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Associate Vice President Arrivas
Controllers
Vice President Budil
Vice President Humiston
Executive Director Kalmijn
Disbursements and Travel Managers
Manager Barrett