



Memorandum
Assistant Vice President, Financial Services/Controller

IMPORTANT UPDATE FOR ALL FACULTY AND STAFF WHO SUBMIT OR PROCESS MILEAGE CLAIMS FOR REIMBURSEMENT:

MILEAGE RATE CHANGE

Attached is a copy of the "All Agency Memorandum #2007-01" which outlines the increase in the standard mileage rate for the use of personal vehicles in the conduct of State business. This rate change has been made to ensure that the state reimbursement rate is consistent with that established by the federal government.

Please update your forms to reflect the following. The new rate is effective January 1, 2007 and will remain in effect throughout the calendar year.

- For an employee using his/her own personal vehicle for the State's convenience, the mileage reimbursement rate has **increased to 48.5 cents per mile** (from 44.5 cents per mile)
- For an employee using his/her own personal vehicle for the employee's convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate, which has been **increased to 24.25 cents per mile** (from 22.25 cents per mile)

Reminder! Please ensure that your Mileage Claim forms include your traveler's Employee Identification Number (assigned by CCSN Human Resources Office) rather than using the Social Security Number.

MILEAGE CLAIM SUBMISSION DUE DATES AND ONE-TIME CATCH-UP OPPORTUNITY

Mileage claims are due to Financial Services within 15 working days following the end of the month. The only exception is if your mileage expense for the month is less than \$25. In this case, your mileage may be accumulated with subsequent months until it reaches \$25, at which time, the reimbursement request must be submitted.

Please refer to page 28 of the Travel Policy (which can be found on the Finance & Budget website: <http://www.ccsn.edu/uploadedFiles/TravelManual2006.pdf>) for additional details on mileage reimbursement.

One Time Catch Up for Mileage Reimbursement...

If you have mileage for the period July 1, 2006 through December 31, 2006 that has yet to be submitted, we are granting a one-time catch up opportunity to get your mileage in that will expire at the end of the business day on January 31, 2007. Please submit your approved Mileage Reimbursement Requests to Robert Sharp, Financial Services, Mail Sort code J1C.

After the end of January there will be no exceptions granted on late mileage submissions. If it is submitted outside of the time frames established in the CCSN Travel Policy, the request will be rejected and will not be paid.

Due Dates

Consistent with prior years, the following dates for May and June monthly submissions apply or mileage paid on State accounts due to the need to close out the State budget:

May Mileage	Due to Financial Services by 2nd workday of June (June 4, 2007)
June Mileage	Due to Financial Services by 2nd workday of July (July 3, 2007)

We appreciate your cooperation and look forward to working with you. If you have questions on this policy, please contact Paula Stage-Squire x4439. Thank you!