



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

**DIRECTOR, MATERIAL &  
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## **MEMORANDUM**

**TO:** Deans, Directors, and Department Heads

**FROM:** Martha J. Pendergrass  
Director, Material and Disbursement Services

**SUBJECT:** State Mileage Allowance

**DATE:** December 29, 2006

Effective January 1, 2007, the Internal Revenue Service (IRS) has increased the business standard mileage rate from 44.5 cents per mile to 48.5 cents per mile. Pursuant to state statute, the Office of State Budget and Management changed the allowable rate of reimbursement for travel on official business by state employees to be equal to the IRS rate.

In processing travel reimbursement forms for trips that begin on or after January 1, 2007, the allowable rate is 48.5 cents. For trips that began before January 1, 2007, the rate is 44.5 cents.

University travelers are obligated to use a State vehicle whenever possible. The reimbursement rate is 25 cents per mile when an individual uses a personal car when a state car is available.

If you have any questions regarding the new rate or the processing of travel forms, please contact Pat Tayloe at 843-5098 or [pat\\_tayloe@unc.edu](mailto:pat_tayloe@unc.edu). Thank you.