



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

*DIRECTOR, MATERIAL &
DISBURSEMENT SERVICES*

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MEMORANDUM

DATE: December 28, 2007

TO: Deans, Directors, and Department Chairs

FROM: Martha J. Pendergrass
Director, Material & Disbursement Services

SUBJECT: State Mileage Allowance

Effective January 1, 2008, the Internal Revenue Service (IRS) has increased the business standard mileage rate from 48.5 cents per mile to 50.5 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, 2008, the allowable rate is 50.5 cents. For trips that began before January 1, 2008, the rate is 48.5 cents.

University travelers are obligated to use a State vehicle (if available) when the round trip exceeds 100 miles. 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. Thank you.