

**SYRACUSE UNIVERSITY**  
OFFICE OF THE COMPTROLLER



December 19, 2016

MEMORANDUM

To: Deans, Directors, Department Heads, and Budget Managers

Re: Calendar Year 2017 Mileage Reimbursement Rate

The Internal Revenue Service (IRS) recently announced the calendar year 2017 mileage reimbursement rate for use of personal automobiles on business will be \$0.535. For University employees traveling on University business in calendar year 2017 with use of a personal automobile, please use this rate for reimbursement.

Business travel with a personal automobile occurring through December 31, 2016 will be reimbursed at the current IRS allowable rate of \$0.540. Please feel free to contact me directly at [jbgallip@syr.edu](mailto:jbgallip@syr.edu) with any question you may have.

Thank you,

Jean B. Gallipeau  
Comptroller