December 21, 2015

MEMORANDUM

TO: Deans, Directors, Department Heads, Project Directors and Budget Managers

RE: Decrease in Mileage Reimbursement Rate

The mileage reimbursement rate for use of a personal automobile on University business, incurred on or after January 1, 2016, will decrease from the present $0.575 per mile to $0.54 per mile. This decrease to $0.54 per mile is based on the calendar year 2016 rate recently announced by the Internal Revenue Service.

Travel occurring through Thursday, December 31, 2015 will be reimbursed at the present $0.575 per mile rate. Questions can be directed to Disbursements Processing at disburse@syr.edu or at 443-2484.

Jean B. Gallipeau
Comptroller