

Change in state mileage reimbursement rate

TO: UGA Faculty and Staff

FROM: University Business and Accounting Services

RE: Change in state mileage reimbursement rate

The University has been informed by the State Accounting Office that the mileage reimbursement rate for travel by state-owned or personal vehicles has been updated. The following reimbursement rates are effective for travel on or after January 1, 2017:

When it is determined that a personal vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at \$0.535 per mile (previously \$0.54 per mile).

If a personal motor vehicle is not determined to be the most advantageous form of travel, but it is used, the employee will be reimbursed for business miles traveled at \$0.17 per mile (previously \$0.19 per mile).

The travel expense statement has been modified to reflect these changes. The form is available at https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm.

The UGA travel policy has been updated and can be viewed at <http://www.policies.uga.edu/FA/nodes/view/1306/Employee-Travel-Effective-January-1-2015>.

Questions should be directed to Andre Simmons via email at asimmons@uga.edu.