
From: All Faculty and Staff <ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU> on behalf of Archnews <archnews@UGA.EDU>
Sent: Thursday, April 19, 2012 8:43 AM
To: ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU
Subject: Change in state mileage reimbursement

TO: UGA Faculty and Staff

FROM: Controller's Division

RE: Change in state mileage reimbursement

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 rate is effective for travel on or after April 17, 2012:

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 \$0.555 per mile (previously was \$0.51 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 \$0.23 per mile (previously was \$0.19 per mile).

The travel expense statement has been modified to reflect these changes. The form is available at https://busfin1.busfin.uga.edu/accounts_payable/travel_expense_login.cfm

The UGA travel policy has been updated and can be viewed at <http://askuga.uga.edu/default.asp?id=1619&Lang=1&SID>

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