



VICE PRESIDENT—FINANCE

OFFICE OF THE PRESIDENT
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December 19, 2008


CONTROLLERS

Subject: Mileage Reimbursement Rate Decreases for 2009

The University's mileage reimbursement rates for expenses incurred in connection with the business use of a private automobile will decrease in accordance with the Internal Revenue Service standard mileage rates published in IR 2008-131. The new rates are effective for expenses incurred on or after January 1, 2009.

- The reimbursement rate for the use of a private automobile for University business travel will decrease from 58.5 cents a mile to 55 cents a mile. Appendix A of Business and Finance Bulletin G-28, Policy and Regulations Governing Travel, will be revised to include this change.
- The reimbursement rate for driving or shipping an automobile in connection with a move or relocation will decrease from 27 cents a mile to 24 cents a mile. Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation, will be revised to incorporate this change.

If you have any questions, please call Michael O'Neill at (510) 987-0905.


Anne C. Broome
Vice President—Finance

cc: Executive Vice President Lapp
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