Memo

Date: January 6, 2016

RE: Business Mileage Rate Change

To: All Employees

From: Christine O. Roncaglione, Controller

The Internal Revenue Service has announced a revised business mileage rate for 2016. University employees who use their personal vehicles for University business will be reimbursed at the new rate of 54 cents per mile, down three and a half cents from last year. This new rate is effective for mileage incurred beginning January 1, 2016. The University will also follow the revised IRS rate of 19 cents per mile for moving expense reimbursements.

The IRS and the University require appropriate documentation for all business expenses. For mileage, this includes the date, beginning and ending destination, number of miles and business purpose. Also note that the IRS considers the miles between home and work (commuting miles) to be a personal expense. Xavier does not reimburse commuting miles as they do not meet the definition of a business expense. Call X-3199 if you have questions.