



Memo

To: All Employees

From: Christine O. Roncaglione
Controller

Date: January 17, 2018

RE: Business Mileage Rate Change for 2018

The Internal Revenue Service has announced a revised business mileage rate for 2018. University employees who use their personal vehicles for University business will be reimbursed at the new rate of 54.5 cents per mile, up one cent from last year. This new rate is effective for mileage incurred beginning January 1, 2018. The University will also follow the revised IRS rate of 18 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. Please call X-3199 if you have questions.