




Office of Finance and Administration
Finance Division
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MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Heidi Kozlowski 
Interim University Controller

SUBJECT: Travel Mileage Rate Changes

DATE: February 1, 2023

Effective January 1, 2023, the Office of State Budget and Management (OSBM) increased the mileage reimbursement rate for official university business from **62.50** cents to **65.50** cents per mile.

Mileage reimbursement rates for employees using courtesy/lease vehicles in accordance with Board of Trustees Policy 05.15.03 "Non-Salary and Deferred Compensation" will be **22** cents per mile for employees authorized in section 4.4.1 and **37.50** cents per mile for employees authorized in section 4.4.2.

These changes will be updated in the Travel Center in Financials and The Travel Manual on the Controller's office website.

If you have any questions, please contact Kim Kelley at khkelley@ncsu.edu or Terressa Yeakle Best at tryeakle@ncsu.edu.

cc: Dana R. Harris, Associate Vice Chancellor for Finance and University Treasurer