



Office of Finance and Administration  
Finance Division  
Controller's Office  
controller.ofa.ncsu.edu

Campus Box 7205  
Raleigh, NC 27695-7205  
P: 919.515.3824  
F: 919.515.2130

**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Fran Lawrence *FHL*  
University Controller

SUBJECT: Travel Mileage Rate Changes

DATE: January 5, 2024

Effective January 1, 2024, the Office of State Budget and Management (OSBM) increased the travel mileage reimbursement rate for official university business from **65.50** cents to **67** 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 21 cents per mile for employees authorized in section 4.4.1 and 37 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](mailto:khkelley@ncsu.edu) or Terressa Yeakle Best at [tryeakle@ncsu.edu](mailto:tryeakle@ncsu.edu).

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