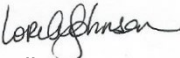


**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Lori Johnson   
University Controller

SUBJECT: Travel Mileage Rate Change

DATE: June 28, 2022

Effective July 1, 2022, the Office of State Budget and Management (OSBM) increased the mileage reimbursement rate for official university business from **58.5** cents to **62.5** cents per mile for the final six months of 2022 in recognition of recent gasoline price increases.

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 **36.5** 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: Mary Peloquin-Dodd, Associate Vice Chancellor for Finance and University Treasurer