



January 4, 2016

TO: Texas A&M AgriLife Business/Travel Contacts

SUBJECT: Mileage Reimbursement Rate Decreases to 54 Cents Effective January 1, 2016

Please forward to appropriate staff.

The maximum state mileage reimbursement rate for state employee travel in a personal vehicle will decrease from 57.5 cents to 54 cents, effective January 1, 2016 to December 31, 2016. This rate is consistent with the Internal Revenue Service's standard mileage rate.

The new rate of 54 cents will be used when mileage occurring on or after 1/1/2016. If you have mileage expenses straddling the two time periods it will need to be separated out into separate expense type so that the appropriate rates are used based on the date of the mileage being incurred.

For questions, please contact: Gwen Cortez at (979) 845-4748 or gwenc@tamu.edu , Jay Avila at (979) 845-6147 or jay.avila@ag.tamu.edu, or Jenny Green at (979) 458-1754 or jkgreen@ag.tamu.edu

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