MEMORANDUM

TO: Chancellors and Systemwide Administrators

ATTENTION: Fiscal/Administrative Officers

FROM: Howard Todo  
Vice President for Budget and Finance  
Chief Financial Officer

SUBJECT: 2011 FEDERAL ALLOWABLE MILEAGE RATES

We have been notified by the Federal Department of Treasury, Internal Revenue Service (IRS) that effective July 1, 2011, the Federal allowable standard mileage rates for business and moving rates have been changed. For transportation expenses incurred on or after July 1, 2011, the standard mileage rates are:

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<tbody>
<tr>
<td>Business</td>
<td>55.5 cents per mile</td>
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<tr>
<td>Moving</td>
<td>23.5 cents per mile</td>
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Mileage claims of 55.5 cents per mile are processed on the Personal Automobile Mileage Voucher, FMIS-33. The Relocation-Moving mileage rate of 23.5 cents per mile will be processed on the Relocation Allowance Request FMIS-17, supported by the Employee Allowance Worksheet, UH Form 17A.

Should there be any questions, please call the Disbursing Office at 956-6621.