December 29, 2004

MEMORANDUM TO: Chancellors and Systemwide Administrators

ATTENTION: Fiscal and Administrative Officers

FROM: Sam Callejo
Vice President for Administration

SUBJECT: 2005 Federal Allowable Mileage Rates

We have been notified by the Federal Department of Treasury, Internal Revenue Service (IRS) that effective January 1, 2005 the Federal allowable standard mileage rates for business and moving rates have been increased. For transportation expenses incurred on or after January 1, 2005, the standard mileage rates are:

- Business: 40.5 cents per mile
- Moving: 15.0 cents per mile

Mileage claims of 40.5 cents per mile are processed on the Personal Automobile Mileage Voucher, FMIS-33. The Relocation-Moving mileage rate of 15.0 cents per mile will be processed on the Relocation Allowance Request FMIS-17, supported by the Employee Relocation Allowance Worksheet, UH Form 17A.

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