

The IRS mileage rates for calendar year 2016 have been announced. This information has been updated on the Unrestricted Accounting website: <http://ua.unm.edu/travel/mileage-rate.html>. Please note that there are separate rates for business travel and for moving expenses.

Please pass this information on to the appropriate personnel in your departments. Departmental personnel preparing travel reimbursement and moving expense reimbursement requests should be sure to use the correct rate for the year in which the travel occurred.

Also, departments are reminded that “mileage logs” for employees who make frequent business-related trips in the local area using their personal vehicle should be submitted on a monthly basis. Requests for mileage reimbursement submitted more than 60 days after the end of the month in which the miles were driven will be treated as additional compensation and reported to Payroll. The mileage log is located at: <http://ua.unm.edu/travel/travel-information.html> (Mileage Odometer Report). For convenience, currently the mileage rates for both 2015 and 2016 are noted on this form. Again, departments should be certain to submit using the correct rate based on the dates of travel. At the end of February, the reference to the 2015 rate will be removed.