



December 9, 2010

Business Affairs Circular 2011-03

MEMORANDUM

TO: Chancellors and Systemwide Administrators

ATTENTION: Fiscal/Administrative Officers

FROM: Howard Todo *Howard S. 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 January 1, 2011, the Federal allowable standard mileage rates for business and moving rates have been changed. For transportation expenses incurred on or after January 1, 2011, the standard mileage rates are:

Business	51.0 cents per mile
Moving	19.0 cents per mile

Mileage claims of 51.0 cents per mile are processed on the Personal Automobile Mileage Voucher, FMIS-33. The Relocation-Moving mileage rate of 19.0 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.