

DATE: October 4, 2006
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, Department Heads, Assistants to the Deans
and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

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**SUBJECT: INCREASE IN-STATE MILEAGE
REIMBURSEMENT RATE**

The state mileage reimbursement rate for travel occurring during the **final three months of 2005 (October 1 – December 31)** has increased from 40.5 cents to **48.5 cents per mile**. Please note that this is a short term rate subject to change on January 1, 2006.

For further information you may refer to the Travel Services web site at <http://www.uthscsa.edu/business/travel/>

If you have any questions regarding preparation of travel vouchers for FY 2006 travel, please contact Virginia Rojas @ 567-6125 (rojas@uthscsa.edu) or Sandy McFadden @ 567-6085 (McfaddenS@uthscsa.edu).

Please distribute this information to the appropriate individuals in your departments.