

**DATE:** August 15, 2007

**TO:** Executive Committee Members, Vice Presidents, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, Departmental Administrators, and Office Managers

**FROM:** Harry S. Lynch, Jr.  
Executive Vice President for Business Affairs and  
Chief Financial Officer

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**SUBJECT: INCREASE IN MILEAGE REIMBURSEMENT  
RATE EFFECTIVE SEPTEMBER 1, 2007**

Due to changes in Article IX of the General Appropriations Act for the 2008-2009 biennium the maximum mileage reimbursement rate for travel as of September 1, 2007, is **48.5 cents per mile**. This is a four-cent increase over the rate in effect September 1, 2006 through August 31, 2007.

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 2008 travel, please contact Virginia Rojas at 562-6261 ([rojas@uthscsa.edu](mailto:rojas@uthscsa.edu)) or Sandy McFadden at 562-6250 ([mcfaddens@uthscsa.edu](mailto:mcfaddens@uthscsa.edu))

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