

DATE: December 18, 2007

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/and
Chief Financial Officer

Business Affairs Bulletin No. 01 - FY 2008

SUBJECT: INCREASE IN MILEAGE REIMBURSEMENT RATE EFFECTIVE JANUARY 1, 2008

Due to changes in the IRS Standard Mileage Rates for 2008, the mileage reimbursement rate for travel occurring January 1, 2008 or later has increased from 48.5 cents to **50.5 cents per mile**. This is a two-cent increase over the rate in effect from September 1, 2007 through December 31, 2007.

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

Or to the Texas State Comptroller's at:
<https://fm.xcpa.state.tx.us/fm/travel/milerate/index.php>

If you have any questions regarding preparation of travel vouchers for FY 2008 travel, please contact Virginia Rojas at 562-6261 (rojas@uthscsa.edu) or Sandy McFadden at 562-6250 (mcfaddens@uthscsa.edu).

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