

**DATE:** December 19, 2008  
**TO:** Executive Committee Members, Assistant Vice Presidents,  
Chairs, Directors and Department Heads, Assistants to the  
Deans and Vice Presidents, and 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: DECREASE IN MILEAGE REIMBURSEMENT  
RATE EFFECTIVE JANUARY 1, 2009**

Effective January 1, 2009, the mileage reimbursement rate for travel will decrease from 58.5 cents per mile to **55 cents per mile**; this is a decrease of 3.5 cents per mile and is consistent with the rate recently amended by the Internal Revenue Service and the Texas Comptroller of Public Accounts.

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 the preparation of travel vouchers, 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.**