

**Date: 9 July 2008**

**To: Deans, Directors, Department Heads, and Account Administrators**

**From: Rick Allen**

**Subject: Reimbursement for mileage using personal auto**

Effective immediately, all reimbursement for personal auto mileage must be charged to account code 750320 utilizing the travel authorization (TA) process. Personal mileage reimbursements will be charged to account code 750320 under the specified index noted on the TA. Personal mileage reimbursements will be distributed on the same basis as other costs where more than one index is specified.

There will be no change in how TA's are prepared and submitted for processing. The Controller's Office will separate the personal mileage so that it will be charged to the specified indexes under the new account code.

By doing this, the University will be able to provide data for measuring the University's carbon footprint and will also be able to more accurately measure the cost impact of increases or decreases in the personal auto mileage rates.

If you have any questions regarding this allocation process, please call Irene Gudmundson at 797-1011.