The February 2014 BRC Blast of the month

The reimbursement rate for mileage for a personal car used during the course of University business for the 2014 calendar year is **56 cents per mile, effective January 1, 2014.**

So that we may reimburse you correctly and quickly, **always indicate the starting city and ending city** for any mileage **OR** (not “and”) provide a map from an online service such as MapQuest or Yahoo! Maps. This helps us to help you.

For more information regarding this decrease, please see the attached mileage reimbursement rate change announcement from CFO Taylor.

Do you remember a past BRC Blast topic, but can’t quite remember all the details? Check out our [Monthly BRC Blast Webpage](http://www.ucop.edu/business-resource-center/reorganization.html).

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CONTROLLERS

Subject: Mileage Reimbursement Rate Changes Effective January 1, 2014

The University’s mileage reimburse rates for expenses incurred in connection with the business use of a private automobile will decrease in accordance with the Internal Revenue Service standard mileage rates published in IRS Notice 2013-80. The following new rates are effective for expenses incurred on or after January 1, 2014:

- The reimbursement rate for the use of a private automobile for University business travel will decrease from 56.5 cents a mile to 56 cents a mile.

- The reimbursement rate for driving or shipping an automobile in connection with a move or relocation will decrease from 24.0 cents a mile to 23.5 cents a mile.

I would like to remind the campuses that we are considered a public agency. As such, we should use University resources in a prudent manner. University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur, and avoid any expenditure that would appear extravagant or lavish under the circumstances.

Business and Finance Bulletin G-28, Travel Regulations, will be revised to include the mileage rate change. If you have any questions, please call John Barrett at (510) 987-0903.

Peter J. Taylor
Executive Vice President and
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cc: Executive Vice President Brostrom
    Provost Dorr
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