

# UNIVERSITY OF CALIFORNIA

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE EXECUTIVE VICE PRESIDENT—  
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 7<sup>th</sup> Floor  
Oakland, California 94607-5200

December 20, 2021

## CONTROLLERS


Subject: Mileage Reimbursement Rate Changes Effective January 1, 2022

The University's mileage reimbursement rates for expenses incurred in connection with the business use of a private automobile will *increase* in accordance with the Internal Revenue Service standard mileage rates published in [IRS Notice 2022-03](#). The following new rates are effective for expenses incurred on or after January 1, 2022:

- The reimbursement rate for the use of a private automobile for University business travel will *increase* from 56 cents a mile to 58.5 cents a mile.
- The reimbursement rate for driving an automobile in connection with a move or relocation will *increase* from 16 cents a mile to 18 cents a mile. (Note that reimbursements for moving-related expenses, including mileage, are considered taxable wage income as of January 1, 2018).

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 at the next update. If you have any questions, please call David Won at (510) 587-6043.

DocuSigned by:  
  
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Barbara Cevallos  
Associate Vice President and  
Systemwide Controller

cc: Executive Vice President and Chief Financial Officer Brostrom

December 20, 2021

Page 2

Provost and Executive Vice President Brown  
Executive Vice President-Chief Operating Officer Nava  
Vice Chancellors—Administration  
Vice President-Systemwide Human Resources Lloyd  
Vice President Leasure  
Vice President Humiston  
Executive Director Kalmijn  
Accounts Payable and Travel Managers  
Manager Won