



To: Campus Community

From: Liza Larsen, Director of Accounting Services

Date: December 17, 2015

Subject: Mileage Reimbursement Rate Change, Effective January 1, 2016

The Internal Revenue Service has issued new mileage reimbursement rates effective January 1, 2016. Therefore, Metropolitan State University of Denver's new rate will be \$0.49 a mile. Please be advised that this rate is effective for travel that occurs on or after January 1, 2016. If you travel before January 1st and submit your reimbursement after January 1st you will be reimbursed at the old rate. Please contact Terri McLaggan, our travel coordinator, if you have any questions related to this change. Thank you.