



December 31, 2019

MEMORANDUM

TO: Financial Managers AC202005
FR: Nick Miller, DAS-SAE Division Administrator
RE: **2020 Relocation Mileage Rate Adjustment**

Please share this information with appropriate staff in your department.

The IRS has adjusted the standard relocation (moving) mileage reimbursement rate, effective January 1, 2020. The rate will decrease to .17¢ per mile.

Procedures related to this policy are located in the SAE Accounting Policy and Procedure Manual.

PROCEDURE	CHANGE
220.100 Employee Expenses - Relocation Reimbursement Policy	The rate to be used on the Relocation Expense Recap will decrease from <u>.20¢ per mile to .17¢.</u>

Please refer questions to me at (515) 281-4877.