



TO: All Financial Managers AC201302
FROM: Trina Brietske, Daily Processing Program Manager
DATE: November 26, 2012
SUBJECT: Relocation Mileage Rate Adjustment

Please share this information with appropriate staff in your department.

The IRS has adjusted the standard relocation (moving) mileage reimbursement, effective January 1, 2013 for any allowable relocation made during the period of January 1, 2013 through December 31, 2013. The rate will increase to 24¢ 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 increase from <u>23¢</u> per mile to 24¢.

Please refer questions to me at (515) 281-4497.