



TO: All Financial Managers AC201111

FROM: Trina Brietske, Daily Processing Program Manager

DATE: June 27, 2010

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 rate due to gasoline price increases. This adjustment is effective July 1, 2011 for any allowable relocation made during the period of July 1, 2011 through December 31, 2011. The rate will increase to 23.5¢ 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>19¢</u> per mile to <u>23.5¢</u> .

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