



TO: All Financial Managers AC201103
FROM: Trina Brietske, Daily Processing Program Manager
DATE: December 7, 2010
SUBJECT: Annual Rate Change for Relocation Mileage

Please share this information with appropriate staff in your department.

The IRS has adjusted the standard relocation (moving) mileage reimbursement rate, effective January 1, 2011. The rate will increase to 19¢ 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	Rate used on Relocation Expense Recap will increase from 16.5¢ per mile to 19¢ per mile.

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