



TO: All Financial Managers AC201005
FROM: Trina Brietske, Daily Processing Program Manager
DATE: December 30, 2009
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, 2010. The rate will decrease to 16.5¢ 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 <u>decrease</u> from 24¢ to 16.5¢ per mile.

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