



TO: All Financial Managers AC201202  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: December 9, 2011  
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 based on an annual study of the fixed and variable costs of operating an automobile. This adjustment is effective January 1, 2012 for any allowable relocation made during the period of January 1, 2012 through December 31, 2012. The rate will decrease to 23¢ 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>23.5¢ per mile</u> to <b>23¢ per mile.</b>

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