



TO: All Financial Managers AC200804  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: November 30, 2007  
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, 2008. The rate will decrease to \$0.19 per mile.

Procedures related to this policy are located in the SAE Accounting Policy and Procedure Manual.

<b>PROCEDURE</b>	<b>CHANGE</b>
220.100 Employee Expenses - Relocation Reimbursement Policy	Decrease the rate of \$0.20 to \$0.19 per mile.

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