TO: All Financial Managers AC201503
FROM: Trina Brietske, Daily Processing Program Manager
DATE: December 11, 2014
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, effective January 1, 2015 for any allowable relocation made during the period of January 1, 2015 through December 31, 2015. The rate will **decrease** to 23¢ per mile.

Procedures related to this policy are located in the SAE Accounting Policy and Procedure Manual at: http://das.sae.iowa.gov/internal_services/manual_docs/220-100.pdf.

PROCEDURE	CHANGE
220.100 Employee Expenses - Relocation Reimbursement Policy	The rate to be used on the Relocation Expense Recap will **decrease** from 23.5¢ per mile to 23¢.

Please refer questions to me at (515) 281-4497 or by email: Trina.Brietske@iowa.gov.