**Date: January 9, 2019**

**To:  Deans, Directors and Department Chairs (DDD), University Business Managers (UBM), MOU Financial Leads (MOU)**

**From:  Janet Rupert, Director, Accounts Payable and Travel Services**

**Re: 2019 Travel Mileage Updates**

The North Carolina Office of State Budget and Management (OSBM) has released the state mileage allowances for 2019. *Please note that there have been no changes in State allowances for per diem or hotel rates, they remain the same as the 2018 amounts.*

Effective **Jan. 1, 2019**, **university travelers are encouraged to use a State-owned vehicle or vehicle leased through a state contract**. When such vehicle is not available, and/or a personal vehicle must be used, the allowable business standard mileage rate is **58 cents per mile for trips that do not exceed 100 miles**. For business travel trips that utilize personal vehicles and exceed 100 miles per trip, the employee shall be reimbursed at **33 cents** per mile. As this policy has shifted in interpretation over the past few years, we are providing a clarification chart and FAQs below to help in interpreting the new policy. See [Policy 1302](https://unc.policystat.com/policy/5279666/latest/) for more information.

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| Round trip does not exceed 100 miles | 58 cents per mile |
| Round trip exceeds 100 miles | Total round trip will be reimbursed at 33 cents per mile |

**Q: I am attending a conference in Richmond, Virginia, and will travel 310 miles to a conference. How do I calculate my mileage?**A:  All university travelers are obligated to use a State-owned vehicle or vehicle leased through a state contract. If such a vehicle is not available and/or a personal vehicle must be utilized, you will be reimbursed for 310 miles at 33 cents per mile, as the trip exceeded 100 miles.

**Q: What if my trip is less than 100 miles?**  
A: You may be reimbursed for the trip at 58 cents per mile, as long as the entire trip is less than 100 miles. If it is more than 100 miles, the reimbursement rate drops to the 33-cent rate for the entire trip.  Under 2019 guidelines, the first 100 miles of a trip are not eligible for the 58 cent rate, unless the entire trip does not exceed 100 miles.