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**MEMORANDUM**

**TO:** Vice Presidents, Deans, Directors and Department Heads

**FROM:** Martin J. Howard *MJH*  
Senior Vice President, CFO & Treasurer

**DATE:** December 21, 2015

**SUBJECT:** 2016 Mileage Reimbursement Rate

Effective January 1, 2016, the reimbursement rate for an employee's use of their personal automobile for University business will be decreased from 57.5 cents per mile to 54 cents per mile in calendar year 2016. This new rate is consistent with the Internal Revenue Service reimbursement rate which will change effective January 1, 2016.

This new rate will be incorporated in the Concur travel system for application to any mileage reimbursement entry as part of a travel expense reimbursement submittal.

Further notifications will be issued if there are any further modifications announced by the Internal Revenue Service.