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INCREASE IN MILEAGE RATE FOR USE OF PERSONAL VEHICLE

Effective January 1, 2011 the standard business mileage rate established by the Internal Revenue Service will increase to 51 cents per mile. We will modify our policies accordingly. Below is a summarization of updated policies, which will be available at <http://www.co.vt.edu/Procedures/p20335d.html>:

Reimbursements for the use of personal vehicles will be made at the following rates, which are based on the costs of maintaining motor pool vehicles and the most recent business standard mileage rate as established by the Internal Revenue Service:

40 Cents Per Mile	Round trip is 100 miles or more and a Fleet Services, or state contract Enterprise, vehicle is available.
51 Cents Per Mile	Round trip is less than 100 miles and a Fleet Services, or state contract Enterprise, vehicle is available.
51 Cents Per Mile	Fleet Services, or state contract Enterprise, vehicle is not available. (Fleet Services must provide a certification if in Blacksburg)
51 Cents Per Mile	Round trip is 100 miles or more, a Fleet Services, or state contract Enterprise, vehicle is available and there is an economic benefit to the Commonwealth for using a personal vehicle. The economic benefit must be well supported with an analysis of the personal vehicle versus the state vehicle.

Please note the above changes in vehicle reimbursement rates when completing travel vouchers that include travel occurring on January 1, 2011, or afterwards.

Please download the new version of the travel voucher form at <http://www.co.vt.edu/Forms/index.html#travel>.