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Mileage rate increase effective Aug. 1

By **Dawn Pauli**, contributing writer

Oakland University will increase the mileage rate reimbursable to employees for business travel from 36 cents per mile to 37 cents per mile, effective Aug. 1.

Trips that begin in July and continue through August will be paid at two separate rates, depending on the travel days.

Employees who use their personal vehicles for authorized business can request reimbursement for actual miles driven. When travel begins or terminates from the employee's home, the employee will be reimbursed only for the distance between OU and the destination, or home and destination (whichever is less).

"Employees should determine the most cost-effective way to travel," said Tom Evans, controller, finance and administration. "Reimbursement for the use of a personal vehicle instead of an air carrier is limited to the cost of coach airfare."

For more information, employees should refer to **OU's Administrative Policies and Procedures**, section 1210, which is about travel expense reimbursement.

SUMMARY

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