

SMU Tax Policies and Procedures

Subject: Mileage Reimbursement for Personal Use of Vehicle

Effective Date:07/01/11

Bulletin No.: 3.3

The University will reimburse employees who use their personal vehicles for University business. (smu.edu/policy/S3/travel) The mileage reimbursement rate used is the rate established by the Internal Revenue Service.

The standard mileage rate an employee should use for reimbursement for the personal use of a vehicle in January thru June of 2011 is **51 cents per mile** and July thru December of 2011 **55.5 cents per mile**. (updated annually) (smu.edu/controller/dept_tax/FAQ)

Mileage reimbursements are paid through the Accounts Payable Department and require documentation and approval.

Reference

Publication 15-B section 3; Section 29.7