The following message is from the Finance Office-Accounts Payable:

The Department of Accounts in Richmond has released updated travel regulations. Below is information regarding those changes.

**Personal Vehicle Use:**

- The mileage rate allowed by the IRS changed to $.54 effective for travel taking place January 1, 2016 and after. Please use the correct Travel Expense Reimbursement Form located at [http://adminfinance.umw.edu/ap/travel/travel-expense-reimbursement-form/](http://adminfinance.umw.edu/ap/travel/travel-expense-reimbursement-form/).

- The average daily mileage allowed for reimbursement at the higher IRS mileage rate has increased from 129 to 200 average daily miles (without need for an Enterprise car rental cost comparison) and is reflected on the updated Travel Expense Reimbursement Form. See [http://adminfinance.umw.edu/ap/travel/personal-vehicle-mileage/](http://adminfinance.umw.edu/ap/travel/personal-vehicle-mileage/).

**UPDATED FORMS**

To ensure use of the most updated forms, please always pull the form from the website each time the form is needed.

- Request for Travel Form at [http://adminfinance.umw.edu/ap/forms/#requestfortravel](http://adminfinance.umw.edu/ap/forms/#requestfortravel)
- Vendor Registration Application Form at [http://adminfinance.umw.edu/ap/forms/#SubstituteW9](http://adminfinance.umw.edu/ap/forms/#SubstituteW9)
- IRS Mileage Requirement to determine eligibility for Moving and Relocation [http://adminfinance.umw.edu/ap/forms/#mrforms](http://adminfinance.umw.edu/ap/forms/#mrforms)

**General Reminders**

- Per diem and lodging rates are based upon the zip code of the lodging facility. See [http://adminfinance.umw.edu/ap/travel/per-diem-and-lodging-rates/](http://adminfinance.umw.edu/ap/travel/per-diem-and-lodging-rates/).

- Travel reimbursements submitted after 90 days from the end of the travel date are taxed and paid through Payroll per IRS regulations.

Links for all travel regulations are found at [http://adminfinance.umw.edu/ap/travel-2/](http://adminfinance.umw.edu/ap/travel-2/). Please contact Laura Temple, AP Specialist with any question at [ltemple@umw.edu](mailto:ltemple@umw.edu) or 252-823-8152.

Sincerely,

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