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**Finance Office**

**DATE:** December 6, 2006  
**TO:** Department Heads and Budget Administrators  
**FROM:** Dennis Swank  
Assoc. Vice President of Finance ([dswank@bucknell.edu](mailto:dswank@bucknell.edu))  
**SUBJECT:** Change to Mileage Reimbursement Rate for Business use of Personal Vehicles

In the fall of 2005, Bucknell found it necessary to increase the reimbursement rate for business use of a personal vehicle from \$.032/mile to \$.37/mile due to the rising costs of gasoline and the continued increases in the IRS mileage reimbursement rate. After another periodic review of the IRS mileage rate and fuel costs, we will again raise the University's mileage reimbursement rate. Effective January 1, 2007, the University will adopt the 2007 IRS reimbursement rate of \$.485/mile. The on-line Bucknell Travel Expense Report will be updated to reflect the new rate for travel occurring on or after January 1, 2007.

Please be advised that there will be no off-setting adjustment to FY2006-07 operating budgets for the increased expenditures due to this new mileage reimbursement rate. Budget administrators with concerns about the resulting impact to their travel budgets may encourage their staff to consider the use of University vehicles whenever appropriate. The current mileage rate for use of a University car or 7-passenger van is \$.35/mile (\$.44/mile for the 15 passenger vans), with a minimum charge of \$10 per usage. For additional information about the University vehicle pool, contact Madeline Prah, Transportation Coordinator, ([mprah@bucknell.edu](mailto:mprah@bucknell.edu) or 7-3785).

If you have additional questions, please feel free to contact me directly ([dswank@bucknell.edu](mailto:dswank@bucknell.edu) or 7-1505).