



Finance Department

Date: January 11, 2016

To: All Departments

From: Debbie Cerrato

CC: Melissa M. Mack

Marie Bourque

RE: 2016 mileage rate

Please post the following information for your employees:

The IRS standard mileage rate for 2016 is \$.54 (54 cents). The new rate should be used when requesting mileage reimbursement for travel beginning January 1, 2016. If there are any questions please contact the Finance Department at 668-3851.