
FINANCE & OPERATIONS
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DATE: June 19, 2009
TO: Deans, Department Heads, Managers and Directors
FROM: Sharon Berning, Controller
RE: Mileage reimbursement for use of personal vehicle

UND Accounting Services continues to review policies and procedures to improve efficiency and effectiveness for UND and its employees. Beginning July 1, 2009, the UND mileage reimbursement rate for personal vehicles will be consistent with other state agencies and the North Dakota Century Code (NDCC) 54-06-09. Currently, the UND reimbursement rate for personal vehicle mileage is more restrictive than required by NDCC. The in-state mileage rate will be paid to any location 300 miles beyond the borders of the state. Mileage in excess of 300 miles will be paid at the out-of-state mileage rate.

The current reimbursement rate for in-state mileage is \$.45/mile; the current rate for out-of-state mileage is \$.18/mile. The actual reimbursement rate may fluctuate periodically as established by the ND Office of Management and Budget to align with the US General Services Administration (GSA) rate.

NDCC still requires the use of state-owned vehicles unless the employee's supervisor or their designate has approved the use of a personal vehicle.

If you have any questions please contact Allison Peyton, Director of Accounting Services, at 7-2968 or allisonpeyton@mail.und.edu or myself at 7-3178 or sharonberning@mail.und.edu.