

Patti Nitowitz

From: travel_customers-bounces+pnitowit=umd.edu@mercury.umd.edu on behalf of Travel Help [travhelp@mercury.umd.edu]
Sent: Thursday, June 26, 2008 4:40 PM
To: travel_customers@mercury.umd.edu
Subject: [Travel_customers] Travel FY2009-1 Reimbursable POV Rate for FY2009

Dear Travel Customers:

Effective July 1, 2008, the University of Maryland will reimburse properly approved vehicle mileage driven in privately owned vehicles (POV) for business use at the rate of 58.5¢ per mile. This rate increase is consistent with the Internal Revenue Service announced change.

University employees using their privately owned vehicles (POV) and claiming reimbursement on an Expense Statement must deduct their normal commute mileage from the total miles driven when the trip begins from or ends at home. Commute policy information may be accessed at <http://www.dbs.umd.edu/travel/policy/umtravel/POV.php>. Commute miles are defined as the round-trip mileage normally driven from home to the regularly assigned work site and home again.

Departments should normally utilize a Motor Transportation Services (MTS) vehicle for University business trips. Use of MTS vehicles offers a safe, insured, reliable, cost-effective means to provide employee travelers appropriate transportation for University business. See the MTS website (<http://www.dbs.umd.edu/motor/>) for additional information and to reserve a vehicle online. If unusual operating circumstances make the use of an MTS vehicle impractical, the travel approving authority may authorize POV reimbursement on a case-by-case basis.

Should you require additional information, please contact Travel Services at 301.405.0607.

Thank you.
Travel Services

University of Maryland
Department of Business Services
Travel Services
Phone: 301.405.0607
E-mail: travel@mercury.umd.edu
Travel Services: www.dbs.umd.edu/travel