



UNIVERSITY OF HAWAII

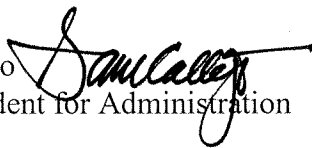
Vice President for Administration

September 13, 2005

Business Affairs Circular 2005-07

MEMORANDUM TO: Chancellors and Systemwide Administrators

ATTENTION: Fiscal and Administrative Officers

FROM: Sam Callejo 
Vice President for Administration

SUBJECT: **INCREASED MILEAGE RATE UNTIL DECEMBER 31, 2005**

We have been notified by the Federal Department of Treasury, Internal Revenue Service (IRS) that effective September 1, 2005 the Federal allowable standard mileage rates for business and moving rates have been increased. For business miles driven between September 1, 2005 through December 31, 2005, the standard mileage rate is 48.5 cents per mile. This increased mileage rate is only applicable to Bargaining Units **07** and **87**. Mileage claims of 48.5 cents per mile are processed on the Personal Automobile Mileage Voucher, FMIS-33.

The Relocation-Moving mileage rate is increased to 22 cents per mile and should be processed on the Relocation Allowance Request FMIS-17, supported by the Employee Relocation Allowance Worksheet, UH Form 17A.

Should there be any questions, please call the Disbursing Office at 956-6621.