Beginning January 2016, the mileage reimbursement rate will be reduced to the rate set by the federal government. (See announcement below) The business office will update the online reimbursement form. Please be sure to use this for all travel after January 1, 2016.

Per MSJC AP 6318, the college follows the rate set by the federal government.

AP 6318
b. Mileage will be reimbursed at the Internal Revenue Service standard mileage rate in place at the time of travel. Mileage may only be claimed by the owner/operator of a vehicle; passengers may not claim mileage.

**2016 Standard Mileage Rates for Business, Medical and Moving Announced**


WASHINGTON — The Internal Revenue Service today issued the 2016 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven, down from 57.5 cents for 2015
- 19 cents per mile driven for medical or moving purposes, down from 23 cents for 2015
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased 3.5 cents per mile and the medical, and moving expense rates decrease 4 cents per mile from the 2015 rates. The charitable rate is based on statute.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.