

Dear Colleagues,

Effective January 1, 2016, the IRS decreased the standard mileage reimbursement rate for business travel from 57.5 cents per mile to 54 cents per mile. For business trips taken on or after January 1, 2016, 54 cents per mile is the rate the College will be using. Please continue to use the current Travel and Entertainment forms; just use the new rate in your calculations.

Please contact me if you have any questions.

Shirley O'Brien