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## Helpful Links

[Travel Services - Mileage](#)

*This link will take you to the Travel Services website – Mileage Reimbursement*

## Contact Us

### Travel Services

[traveladmin@uthscsa.edu](mailto:traveladmin@uthscsa.edu)

### Accounting

[Acctg-admin@uthscsa.edu](mailto:Acctg-admin@uthscsa.edu)

**TO:** HSC Faculty and Staff  
**FROM:** Andrea M. Marks, MBA, CPA  
Vice President and Chief Financial Officer  
**SUBJECT:** 2016 Mileage Rates

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Effective January 1, 2016, the mileage reimbursement rate for travel will decrease from \$0.575 per mile to ***\$0.54 per mile***; this is a decrease of three and a half cents per mile, and is consistent with the rate recently amended by the Internal Revenue Service and the Texas Comptroller of Public Accounts. ***Reimbursements for travel that occurs on or after January 1st should reflect this new reimbursement rate.***

For further information you may refer to the [Travel Services](#) website which will provide you with further details and other valuable travel information.

Please share this information with anyone in your area who prepares vouchers for mileage reimbursements. If you have questions regarding the preparation of travel vouchers, please contact Virginia Rojas at 210.562.6261 ([rojas@uthscsa.edu](mailto:rojas@uthscsa.edu)) or Sandy McFadden at 210.562.6250 ([mcfaddens@uthscsa.edu](mailto:mcfaddens@uthscsa.edu)).