Memorandum

To: All Employees
From: Lekisha L. Carr
       Travel Coordinator
Date: January 4, 2019
Re: New Mileage Reimbursement Rate

Listed below are the guidelines for mileage reimbursement:

1. If a Government owned vehicle is not available and a person drives their personal vehicle, the reimbursement rate per mile is $0.58.

2. If a Government owned vehicle is available, and a person drives their personal vehicle the reimbursement rate per mile is $0.20.

3. If a Government owned vehicle is driven, there will be NO REIMBURSEMENT for mileage.

If you have any questions, please do not hesitate to contact me at 601-877-6159 or e-mail me at Lekisha@alcorn.edu.