



## ALERT NOTICE

### Business Office

Issued: January 7, 2021

Number: 2021-24

## New Travel Mileage Rate

Effective January 1, 2021, the mileage reimbursement rate was adjusted to .56 cents per mile to correspond to the state mileage rate.

Mileage incurred from 1/1/20 – 12/31/2020 will be processed at .575 cents per mile.

Mileage incurred dated 1/1/21 and later will be processed at .56 cents per mile.

Mileage Chrome River Pre-Approval encumbrance requests for travel dated 1/1/21 or later that were completed and approved prior to the date of this notice will be left as is, however, the Chrome River expense report documents submitted need to have the correct rate.

Mileage Pre-Approvals or Expense reports submitted (not completed or approved) through the Chrome River travel system with the incorrect rate will be returned for correction.

The forms on the travel webpage have been updated to reflect the new rate.

Thank you for your continued cooperation. If there are any questions, please contact the Travel Office at: 956-872-4618 or [TravelOffice@southtexascollege.edu](mailto:TravelOffice@southtexascollege.edu) .