



*e.Dubois*  
*1/7/19*

## *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](mailto:Lekisha@alcorn.edu).