-----Original Message-----
From: travel_notices-bounces+pnitowit=umd.edu@fishingcat.umd.edu [mailto:travel_notices-bounces+pnitowit=umd.edu@fishingcat.umd.edu] On Behalf Of Travel Help
Sent: Monday, January 03, 2011 3:27 PM
To: travel_notices@mercury.umd.edu
Subject: [Travel_notices] POV Rate Change Effective January 1, 2011

Effective January 1, 2011, the University of Maryland will reimburse properly approved vehicle mileage driven in privately owned vehicles (POV) for business use at the rate of 51 cents per mile. This rate increase is consistent with the Internal Revenue Service announced change.

A University employee using a privately owned vehicle for travel may be reimbursed for mileage. Mileage is measured from the closer of the duty station or point of departure to destination and return for travel on days during the employee's normal work schedule. For travel on days that are not part of the employee's normal work schedule, actual mileage driven is reimbursable.

Departments should normally utilize a Motor Transportation Services (MTS) vehicle for University business trips. Use of MTS vehicles offers a safe, insured, reliable, cost-effective means to provide employee travelers appropriate transportation for University business. See the Motor Transportation Services Website (www.dbs.umd.edu/motor/) for additional information and to reserve a vehicle online. If unusual operating circumstances make the use of an MTS vehicle impractical, the travel approving authority may authorize POV reimbursement on a case-by-case basis.

Should you require additional information, please contact Travel Services at 301.405.0607.

Travel Services
Department of Business Services
University of Maryland
Phone: 301.405.0607
Email: travel@mercury.umd.edu
Web: www.dbs.umd.edu/travel