Mileage Rate: Effective for travel on or after January 1, 2007, the mileage reimbursement rate for authorized travel on official University business increased from thirty-three cents per mile to thirty-nine cents per mile for two-wheel drive vehicles. The reimbursement rate for the authorized use of four-wheel drive vehicles (necessary because of road, terrain, or adverse weather conditions) increased from thirty-six to forty-one cents per mile. Travel that began before the effective date and ends after the effective date will require that the mileage be broken out between the two different rates.

Moving Mileage Rate: Effective, January 1, 2007, the non-taxable, non-reportable portion of the moving mileage reimbursement rate increased from eighteen cents per mile to twenty cents per mile.

Travel Form: Please download the latest version of the Travel Form-Version 4.01 (Available on the Travel section of the Business and Financial Services website.). Changes to the mileage rates (as detailed above) have been made to the form.

Moving Expenses Form: For moving expenses incurred in 2007, please use the latest version of the Moving Expenses Form, reflecting the changes in the moving mileage rate as detailed above (Available on the Travel section of the Business and Financial Services website.).

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