



January 3, 2019

Dear Rutgers Colleagues,

Please be advised that the Internal Revenue Service (IRS) has issued the [2019 standard mileage rates](#). The new mileage rates are applicable to expenses incurred on or after January 1, 2019.

Effective January 1, 2019, the standard mileage rates for the use of a personal car (also vans, pickups or panel trucks) is:

- \$0.58 cents per mile for business miles driven (an increase of \$0.035 cents per mile v. 2018)
- \$0.20 cents per mile driven for medical or moving purposes (an increase of \$0.02 cents v. 2018)
- \$0.14 cents per mile driven in service of charitable organizations (no change v. 2018).

The Expense Management module has been updated to reflect the 2019 standard mileage rates. Expense report mileage for 2018 will be reimbursed at the 2018 IRS mileage rate.

The [2019 meal per diem rates](#) are available on the Procurement website. These rates have been updated recently and should be used when determining the meal per diems.

Regards,

Nimish Patel

*Associate Vice President – Procurement, and Chief Procurement Officer
University Procurement Services*

