



MEMORANDUM

TO: ALL CIRM STAFF

FROM: Sumi Thomison, Finance Officer *Sumi Thomison*

SUBJECT: UPDATE TO THE CIRM PRIVATE CAR MILEAGE REIMBURSEMENT RATE

DATE: January 16, 2020

In accordance with the IRS standard mileage rate decrease, the CIRM mileage reimbursement rate for expenses incurred in connection with the business use of a personal car has been decreased from 58.0 cents per mile to 57.5 cents per mile.

The new rate is effective for expenses incurred on or after January 1, 2020. You may submit a supplemental Travel Expense Reimbursement Claim (TEC) to amend any previously submitted TECs.

If you have any questions, please do not hesitate to contact me at 510-340-9113.