



Division of Finance and Business Operations

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To: All University Employees

From: Kenneth Doherty, AVP – Procurement & Business Services

A handwritten signature in blue ink, appearing to read 'K. Doherty'.

Subject: 2025 Private Automobile Mileage Reimbursement Rate

Date: January 15, 2025

The APPM Section 7.1, Travel and Transportation, indicates that the standard mileage rate for reimbursement for private automobile usage will be the same as the rate allowable by the Internal Revenue Service (IRS).

Periodically the IRS adjusts the standard mileage rates to reflect the changing cost of operating automobiles. In this regard, effective January 1, 2025 the allowable IRS rates and Wayne State University rates for mileage reimbursement are shown below;

- 70.0 cents per mile driven for business use (up 3 cents from 2024)
- 21 cents per mile driven for medical or moving purposes (same as 2024)

Information on this is available on the IRS Website at <https://www.irs.gov/tax-professionals/standard-mileage-rates>

This memorandum has been posted to the [Travel website \(https://travel.wayne.edu/\)](https://travel.wayne.edu/) and is linked to [APPM 7.2 \(https://policies.wayne.edu/appm/7-2-travel-expenses\)](https://policies.wayne.edu/appm/7-2-travel-expenses), item 8.

Copy to: Dennis Orr, Associate Director, Disbursements & Travel

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