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Mileage Rate for the Use of Personal Vehicle

Effective January 1, 2023, the Internal Revenue Service (IRS) increased the mileage rate for the use of a personal vehicle for business travel from 62.5 cents to 65.5 cents per mile. If you created a preapproval travel authorization requesting mileage before January 1, 2023, for travel commencing on or after January 1, 2023, you need to edit the date field for mileage expenses when importing the pre-approval into the expense report. To edit the date of the transaction, click the calendar icon and select the date the mileage took place and the system will automatically change the reimbursable amount per mile. You must click the save button to preserve these edits.

Please direct questions to travel@vt.edu