DATE:    July 5, 2007

TO:    Deans, Directors, Department Heads and Business Managers

FROM:    Linda Babcock, Assistant Chief Accountant

SUBJECT:    Mileage Reimbursement Increase

Effective July 1, 2007, the State of Illinois mileage reimbursement rate for the use of personal vehicles on official NIU business has been increased from 44.5 cents per mile to 48.5 cents per mile. This applies to travel that takes place on or after July 1, 2007. The NIU travel voucher form has been updated to reflect this change.

Please do not use the rate of 48.5 cents per mile for mileage prior to July 1, 2007.