

January 2023



### 2023 Mileage Rate Change

Beginning January 1, 2023, the IRS has updated the mileage reimbursement rates:

- IRS Rate: \$.655
- University Rate: \$.327
- Moving Rate: \$.22

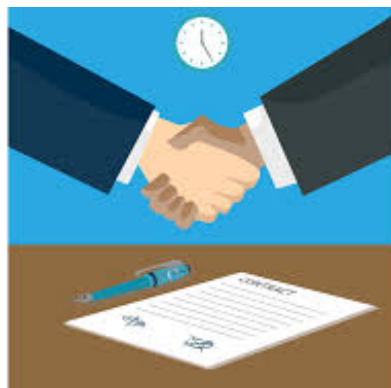
TEVs will default to the correct rate in ProTrav based on trip start date.

### iProcurement Training

Procurement will be offering an Intro to iProcurement class on Thursday, January 26, 2023 at 10:30 AM in 102 Sabin Hall.

We encourage anyone who is new to iProcurement or needs a refresher on how to create an order in iProcurement to attend.

[Register for Training](#)



### Expiring Contracts

Procurement would like to remind campus to start planning for contracts that may be coming up for renewal or expiration.

June 30th may seem far away, but many contracts take months to rebid or renegotiate. It is always best to have a plan in advance when it comes to the end of a contract term.

Please reach out to Procurement staff to discuss contracts that may be expiring this year.