

To: All Workday Users  
 From: Sharon Carney, Manager of Tax Accounting and Reporting  
 Subject: Mileage Reimbursement Rate Changes for 2026  
 Date: January 6, 2026

**We want to inform you that changes have been made to the Standard Mileage Reimbursement Rates for business travel occurring on or after January 1, 2026.**

In compliance with the Stevens Institute of Technology Business and Travel Expense Policy, the University will pay maximum reimbursement rates for the business use of a personal vehicle. The rates depend on the date and purpose of the travel, and the source of the funding. Rates set by the IRS (Internal Revenue Service) and those approved by the GSA (U.S. General Services Administration) for federally funded programs may be different.

The following rates are pre-populated in Concur for 2026 for all Stevens' employees. For non-employee reimbursements, please utilize these rates when completing a TABER (Travel and Expense Reimbursement) form for travel **occurring on or after** January 1, 2026:

**Institutional Funds – IRS Standard Mileage Rates:**

Business Purpose:	Travel prior to 1/1/26	Travel on or after 1/1/26
Moving/relocation purposes	Rate per mile driven	Rate per mile driven
Business miles driven (car, van, pickup, panel truck, motorcycle)	\$0.21 cents	\$0.205 cents
	\$0.70 cents	\$0.725 cents

**Federal Funds – GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rates:**

Business Purpose:	Travel prior to 1/1/26	Travel on or after 1/1/26
Moving/relocation purposes	Rate per mile driven	Rate per mile driven
Business miles driven (car, van, pickup, panel truck)	\$0.21 cents	\$0.205 cents
Business miles driven (motorcycle)	\$0.70 cents	\$0.725 cents
	\$0.68 cents	\$0.705 cents

If you have any questions or need any additional information, please contact Sharon Carney at [scarney@stevens.edu](mailto:scarney@stevens.edu) or 201-216-3465.

Thank you.