



SAN JOSÉ STATE  
UNIVERSITY

RESEARCH FOUNDATION

DATE: December 4, 2012

Finance & Accounting

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TO: Deans, Department Chairs, Principal Investigators  
Project Directors, Account Managers and Foundation Employees

FROM: Paul E. Harris   
Director of Finance and Accounting

SUBJECT: Change in Mileage Reimbursement Rates for 2013 and Updated San  
Jose State University Foundation Travel Bulletin

San Jose State University Research Foundation travel reimbursement rates conform to Internal Revenue Service Guidelines. See the attached travel bulletin for the most current travel information.

**Standard Mileage Rate** - Effective January 1, 2013, the maximum allowance for mileage is 56.5 cents a mile for all business miles, up from 55.5 cents per mile in 2012.

**Use of Personal Vehicles on SJSU Research Foundation Business** – if an employee is permitted to use a personal vehicle in the course and scope of the San Jose State University Research Foundation business, the employee shall certify to the Foundation that the employee's personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12. (Source: CSURMA Policy and Procedure 1-AORMA)

The authorization to use privately-owned vehicle form attached should be on file before the use of a personal vehicle. If you or your employees will use a privately owned vehicle in 2013, please complete the attached form now and return it to the SJSU Research Foundation, Accounts Payable Department.

**Hired auto physical damage endorsement** – Physical damage coverage is provided only for those covered vehicles hired, rented, leased or borrowed for a period of no more than thirty (30) consecutive days. This does not include any "auto" leased, hired, rented or borrowed from any "employees" or members of their household.. There is a \$1,000 deductible for physical damage coverage. Volunteers are not covered by this policy.

The Travel Bulletin and the Use of Personal Vehicles form can be found in the SJSU Research Foundation web <http://www.sjsufoundation.org/html/sjsufemployees-resources/forms.htm>. Please call Accounts Payable with any questions or comments at 924-2864. Thank you.

C Central Office Staff

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