

New York State Correctional Officers & Police Benevolent Association, Inc.

102 Hackett Boulevard - Albany, NY 12209 (518) 427-1551 www.nyscopba.org <u>nyscopba@nyscopba.org</u> Federal Tax ID # 14-1802469



To: Sector Treasurer / Chief Sector Steward

From: Toby Hogan, Treasurer

Re: 2018 Mileage Rate

Date: December 15, 2017

On December 14, 2017 the Internal Revenue Service announced that effective January 1, 2018 the Standard Mileage Rate will be .545 cents for each business mile driven.

In order to comply with the new rate, please update your expense vouchers. If you would like an updated form sent to you please contact the Accounting Department at (518) 427-1551 or email

SBabineau@nyscopba.org.

For more details of 2018 Standard Mileage Rate visit www.irs.gov.

cc: Executive Board Support Staff Website



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(888) 484-7279 102 Hackett Blvd., Albany, NY 12209 (518) 427-1551 Fax: (518) 426-1635



** DENOTES FIELDS THAT MUST BE COMPLETED **

Required **Required** Telephone / Miles Driven Per Diem Other Parking & Tolls **Description of Activities** Date(s) (\$0.545/mile) (\$62/overnight) Internet (Attach Receipt) (Starting point - Ending point - Purpose of travel) **Totals** Comments: **Name & Address (Street Address Required)**: **Reimbursement Total** **Employee / Member Signature ** **Facility ** Approved PRINT NAME **If Name is not legible it may result in non-reimbursement**