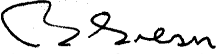


Date: February 07, 2008 Code: TECHNICAL LETTER  
HR/Benefits 2008-02

To: Human Resources Directors  
Benefits Representatives

From: Bruce Gibson   
Senior Director, Systemwide Benefits  
Human Resources Administration

Subject: Internal Revenue Service Change to Mileage Rate for Medical Expenses

### Overview

**Audience:** Benefits Officers or campus designee responsible for administering the Health Care Reimbursement Account (HCRA) Plan

**Action Item:** Provide 2008 mileage rate effective January 1, 2008

**Affected Employee Group(s)/Unit(s):** All CSU employees participating the Health Care Reimbursement Account

### Summary

The Internal Revenue Service (IRS) standard mileage rate for medical expenses has decreased from \$.20 per mile in 2007 to \$.19 per mile, effective January 1, 2008. This technical letter should be reviewed in its entirety by Benefits Officers and any designated campus designees responsible for the administration of the Health Care Reimbursement Account.

This technical letter is written to update campuses with the 2008 IRS standard mileage rate reimbursement amount for the Health Care Reimbursement Account (HCRA) plan. Effective January 1, 2008, the IRS decreased the standard mileage rate for the cost of operating an automobile for medical reasons from \$.20 per mile to \$.19 per mile.

You may view this information on the IRS Website at: <http://www.irs.gov/formspubs/article/0,,id=178004,00.html>  
(Copy and paste this URL into your Web browser.)

Participants who submit medical reimbursement claim(s) requests for mileage incurred on or after January 1, 2008 to ASI, the third party administrator, will be reimbursed at the reduced rate.

### CMS Processing Instructions

This technical letter communication has no impact to CMS Baseline.

If you have any questions, please call Human Resources Administration at (562) 951-4411. This technical letter is also available on the Human Resources Administration's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

BG/lmb

---

**Distribution:**

CSU Presidents  
Interim Vice Chancellor, Human Resources  
Vice Presidents, Administration

Payroll Managers