

Memorandum

TO: All Employees

FROM: Samuel G. Cherrington
Director of Accounts Payable

DATE: November 30, 2007

SUBJECT: REIMBURSEMENT FOR PERSONAL AUTO MILEAGE IN 2008

NJ TRANSIT Corporate-wide Travel Expense Reimbursement Policy (2.09) provides for the reimbursement of personal automobile mileage to be set at the IRS prevailing rate for business use of personal automobiles. The IRS recently announced that the standard mileage rate for business use of an automobile was increased from 48.5 cents to 50.5 per mile for 2008.

Effective January 1, 2008, NJ TRANSIT will reimburse employees for business use of a personal automobile at the rate of **50.5 cents per mile**.

Please be advised that all mileage claims in excess of 30 miles (one way) must be supported with documentation from a reputable online service (i.e. Map Quest).

Please be considerate of those individuals who do not have access to e-mail and share this information with them.

Thanks for your usual kind co-operation!

SGC/KO