Hello all,

I hope you all had a wonderful and relaxing holiday season. Please review the items below and feel free to reach out to me with any questions or concerns:

1. **Mileage Rate Increase:** As of January 1, 2019, the standard mileage rate has risen from 54.5 cents per mile to **58 cents per mile** for all business miles driven from January 1, 2019 through December 31, 2019. If you are traveling on an OSURF project, please keep in mind that mileage rates may differ per the project guidelines.

2. **Meals provided at a conferences:** Meals provided by a conference or hotel during business travel will be deducted from the traveler’s per diem allowance. Please communicate any extenuating circumstances to your fiscal or travel contact that you believe will cause your situation to fall outside of this policy ahead of time.

3. **Gift Policy:** According to the expenditure policy we are permitted to give gifts (not to exceed $100) under the following circumstances:
   a. The birth or adoption of a child.
   b. A death of an immediate family member as defined by the Office of Human Resources Family and Medical Leave Policy.
   c. Injury or illness of an employee or his/her immediate family member.

4. **Tax Season Upcoming:**
   a. Please review your paystub information in Employee Self Service (ESS) for accuracy prior to W-2 generation
   b. You can consent to receive your W-2 electronically in ESS under the Tax Information -> W-2/W-2c Consent section.

5. **Winter Weather Policies:** Please review the [Weather/Short Term Closing Policy](#) as winter weather approaches. This outlines the policy in case OSU were to close in the event of severe weather, major utility failure or another critical reason in which the duration is less than five days

Happy 2019!
Sarah

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**THE OHIO STATE UNIVERSITY**

**Sarah Vanadia** | Fiscal Associate  
**College of Engineering, Engineering Research Operations**  
323 Bolz Hall, 2036 Neil Ave, Columbus, OH 43210  
Office: 614-292-8272  
[Vanadia.6@osu.edu](mailto:Vanadia.6@osu.edu)  
Office Hours: M-F 7:30am-4:00pm