



## MONTH END CLOSE, SYSTEM UPDATE & 2019 MILEAGE REIMBURSEMENT RATE REMINDER

Greetings,

The WyoCloud Team wanted to send the below reminders:

### **Month End Close**

The month of January is now closed in WyoCloud Financial Management. It is recommended you begin by reviewing the [Account Analysis](#) report. This report will be ran shortly by division and saved in the warehouse.

### **System Update**

WyoCloud Financial Management & HCM will be down for a quarterly system update beginning **Friday, February 15 at 5:00 p.m. through Monday, February 18 at 8:00 a.m.** During this time, the system will be unavailable. Please be sure to log out of the system by **5:00 p.m. on Friday, February 15.** The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar.

### **Mileage Rate**

Effective January 1, 2019, pursuant to the IRS [news release](#), the **standard mileage rate** for reimbursement for use of a personal vehicle on University business is **\$0.58 per mile**. Mileage is calculated from the origin city to the destination city. The same rate also applies to moving reimbursements.

The non-employee travel form has been updated to reflect the new mileage rate. There are two versions of the form available, one for travel prior to 1/1/19, and the other for travel 1/1/19 and after. These forms are located under [Procurement Services Information](#) in [WyoGroups](#).

Best,

The WyoCloud Team

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## Contact Information

The WyoCloud Team

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### Need help with WyoCloud?

Contact the UW Help Desk

766-4357, Option #1

[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

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