

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel/Relocation Programs - Mileage Reimbursement reate for use of personal vehicle (Excluded/non-Represented Employees)	<b>REFERENCE NUMBER:</b> 2006-021
<b>DATE ISSUED:</b> 07/11/06	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Claims Coordinators  
Employee Benefit Officers  
Personnel Officers  
Personnel Transactions Staff  
Personnel Transactions Supervisors  
Travel and Relocation Liaisons**

**FROM:** Department of Personnel Administration  
Benefits Division

**CONTACT:** Ray Asbell, Statewide Travel/Relocation Program Manager  
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Effective July 1, 2006, the reimbursement rate for Excluded/non-Represented employees who use their personal vehicle for authorized State business will be at 44.5 cents per mile (CPM). In addition, Excluded/non-Represented employees who incur mileage expenses associated with a State approved relocation will now be reimbursed at 18 CPM.

The rates above reflect the Internal Revenue Services' (IRS) current published mileage reimbursement rates as of the effective date of this notice; future increases/decreases to the State rates will be directly tied to any subsequent changes to the rates published by the IRS. For departments using the California Automated Travel Expense Reimbursement System (CalATERS), a CalATERS letter will be released in the very near future with information and instructions on how to handle the 44.5 CPM reimbursement rate.

If you have questions or need assistance, please contact Ray Asbell at the phone number or email address listed above.

/s/Debbie Endsley

Debbie Endsley, Chief  
Benefits Division