

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – mileage reimbursement rate for personal vehicles (all represented employees except Unit 6)	REFERENCE NUMBER: 2006-035
DATE ISSUED: 09/18/06	SUPERSEDES: 2006-033 and 2003-034

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
(916) 324-0526
Fax: (916) 324-3213
Email: RayAsbell@dpa.ca.gov

Effective July 1, 2006, all represented employees (with the exception of Bargaining Unit 6) may claim mileage reimbursement at the rate of 44.5 cents per mile (CPM) per their respective contract; when using their personal vehicle for authorized State business.

In addition, all represented New Hire employees (except Bargaining Unit 6) who incur mileage expenses associated with a State approved relocation will now be reimbursed at 18 CPM.

Agencies/Departments shall be responsible for determining the reimbursement methodology to be used for retroactive mileage claims (e.g., department initiated retroactive reimbursement or employee submission of amended claims).

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. DPA will notice departments via PML if/when the federal rates are revised.

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

/s/ Greg Beatty

Greg Beatty, Acting Chief
Benefits Division