

DEPARTMENT OF PERSONNEL ADMINISTRATION



REFERENCE CODE : CA 82/83-002
EFFECTIVE DATE : July 1, 1982
EXPIRATION DATE: Term of Contract
DATE OF ISSUE : October 13, 1982

TO: ALL PERSONNEL AND LABOR RELATIONS OFFICERS

SUBJECT: Vehicle Mileage Reimbursement

CONTRACT: All Contracts

ISSUE: Amount of reimbursement allowed for private vehicle mileage to a common carrier and proper identification of employee designation on travel claim.

INTERPRETATION: The State of California has reimbursed employees for the expense of operating a personal vehicle to and from a common carrier at the onset or termination of official travel. Authorization for payment was contained in Title 2, California Administrative Code, Section 714(c). This section was routinely updated to reflect general increases in mileage reimbursement. It is the intent that the practice be continued and that employees who are driven to a common carrier be allowed to claim double the rate authorized if no State vehicle is available for one-way trips to and from a common carrier when the vehicle is not parked at the terminal. Excluded employees and employees in bargaining units which negotiated new mileage reimbursement rates may claim from 41 to 50 cents per mile when the employee is an occupant of the vehicle. All other provisions governing reimbursement for mileage to and from a common carrier continue in full effect.

Employees claiming this or any travel reimbursement must identify their bargaining unit. On the travel claim, in the "position" box, put bargaining unit and the number or EX to identify manager, supervisor or confidential employee. Travel claims not having the bargaining unit or excluded status identification will be returned by the Controller's Office.

If you have any questions, please contact Julie Kerk, Employee Compensation Branch, at (916) 445-1542 or ATSS 485-1542.


DENNIS R. BATCHELDER, Chief
Labor Relations Division