



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

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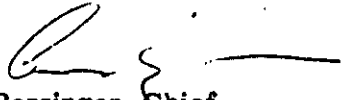
SUBJECT: Airfare in Lieu of Private Vehicle Mileage

This memorandum regarding claims for the reimbursement of airfare in lieu of private vehicle mileage should be distributed to Accounting Offices.

This is to clarify the State's existing policy when employees use their private vehicles while on official State business and claim reimbursement for airfare. The cost of private vehicle mileage at 16.5 cents per mile should be compared to the cost of airfare only. Employees should be reimbursed for the lesser amount in compliance with Section 599.626 of the DPA regulations.

Employees who use their personal vehicles and claim airfare in lieu of mileage should be allowed reimbursement for meal expenses they would have incurred had they used a commercial aircraft. Employees who choose to travel during their normal workday by private vehicle when commercial airline flights are available, should be charged vacation or compensating time off for the hours in excess of the time they would have been allowed had they used a commercial aircraft.

Employees with questions should contact their Accounting Offices. Accounting Offices with questions may call Diane Hachey at (916) 324-0439, ATSS 454-0439.


Anne Bersinger, Chief
Personnel Management Division

DEPARTMENT OF PERSONNEL ADMINISTRATION
Management Memorandum