

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Mileage Reimbursement rate for use of personal vehicle	REFERENCE NUMBER: 2009-045
DATE ISSUED: 12/10/09	SUPERSEDES:

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Labor Relations 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 January 1, 2010, the personal vehicle mileage reimbursement rate for all State employees, except those represented by Bargaining Unit (BU) 6, will be 50 cents per mile (CPM). The relocation/moving mileage reimbursement rate for all current State employees and New-Hires to State service will be 16.5 CPM.

At this time, employees represented by BU 6 may claim 34 CPM for vehicle mileage reimbursement and 16.5 CPM for relocation/moving mileage.

The State mileage rates mirror those of the Internal Revenue Services' (IRS) published mileage reimbursement rates. DPA will notify departments via PML of subsequent changes to the IRS rates.

If you have questions or need assistance with the information provided above, please contact Ray Asbell.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division