

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Mileage Reimbursement Rate for Use of Personal Vehicle	REFERENCE NUMBER: PML2012-039
DATE ISSUED: 11/30/2012	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 Human Resources
Benefits Division

CONTACT: Ray Asbell, Statewide Travel/Relocation Program Manager
Phone: (916) 324-0526
Fax: (916) 324-3213
Email: Ray.Asbell@calhr.ca.gov

Effective January 1, 2013, the personal vehicle mileage reimbursement rate for all State employees will be 56.5 cents per mile. The relocation/moving mileage reimbursement rate for all current State employees and New-Hires to State service will now be 24 cents per mile.

The State mileage rates mirror those of the Internal Revenue Service's (IRS) published mileage reimbursement rates. CalHR 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