

Issue Date: February 2, 2012

To: Managers and Supervisors, Personnel Liaisons and Attendance Clerks

Subject: **Travel/Relocation Programs - Mileage Reimbursement Rate for Use of Personal Vehicle**

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose To provide information regarding mileage reimbursement rate changes.

Personal Vehicle Mileage Reimbursement Rate Effective January 1, 2012 the personal vehicle mileage reimbursement rate for all state employees is 55.5 cents per mile (CPM).

Relocation and Moving Mileage Reimbursement Rate The relocation/moving mileage reimbursement rate for all state employees including new-hires will be 23 CPM.

Internal Revenue Service (IRS) Rates The State's reimbursement rates mirror those of the IRS' published mileage reimbursement rates. The Department of Personnel Administration will notify departments via Personnel Management Liaison (PML) memorandum of subsequent changes to the IRS rates.

Questions If you have any questions, please contact your assigned Fiscal Services Representative.

/s/
BETH TOWNSEND, Personnel Officer
Personnel Operations Section
Office of Human Resources

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