

Category - Topic	Policy Name	Effective Date	Date of Revision
Travel – Travel by State-Owned or Personal Vehicles	Mileage Reimbursement Rates	February 1, 2007	August 1, 2008

## MILEAGE REIMBURSEMENT RATES FOR USE OF PERSONAL VEHICLES

### Purpose

The purpose of this policy is to provide reimbursement rates for business-use miles driven by employees using personal motor vehicles.

### Background

The Legislature in Special session (September 2005) passed Senate Bill 1 EX tying the mileage reimbursement rate for use of a personal vehicle to the rate established by the United States General Services Administration (GSA) pursuant to the Federal Travel Regulations Amendment 2005-01 as of July 1, 2005, or subsequently amended.

### Statement of Policy

Mileage rates are changed only upon notification from SAO/OPB via revisions to this Policy; new rates should not be applied based solely on GSA updates. Effective August 1, 2008, reimbursement rates for the business use of personal motor vehicles are as follows.

Tier 1 Rate. When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled as follows:

Automobile	\$ 0.585 per mile
Motorcycle	\$ 0.585 per mile
Aircraft	\$ 1.260 per mile

Tier 2 Rate. If a government-owned (agency-owned) vehicle is available, and its use is determined to be most advantageous to the state, **OR** if it is determined that a rental vehicle (Enterprise Rent-a-Car contract) is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at \$ 0.285 per mile.

Tier 3 Rate. When a government-owned vehicle is assigned directly to an employee, but that employee utilizes a personal motor vehicle, the employee will be reimbursed for business miles traveled at \$ 0.125 per mile.

## Other Information

Current and past years' rates are as follows:

Effective Date	Tier 1 Rate			Tier 2 Rate	Tier 3 Rate
	Automobile	Motorcycle	Aircraft		
August 1, 2008	\$ 0.585	\$ 0.585	\$ 1.26	\$ 0.285	\$ 0.125
April 1, 2008	\$ 0.505	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.125
February 1, 2007	\$ 0.485	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.125
January 1, 2006	\$ 0.445	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.125
October 31, 2005	\$ 0.485	\$ 0.305	\$ 1.07	\$ 0.285	\$ 0.105
September 11, 2005	\$ 0.485	\$ 0.305	\$ 1.07	\$ 0.27	\$ 0.105