



TO: All Financial Managers AC200602
FROM: Trina Brietske, Daily Processing Program Manager
DATE: August 9, 2005
SUBJECT: \$.34 Mileage Reimbursement

Please share this information with appropriate staff in your department.

As of July 1, 2005, the mileage reimbursement rate for driving a privately owned vehicle for state business, regardless of availability of vehicles from the State motor pool, has been raised to one rate of \$.34 per mile. Employees should check with their department for internal policies regarding personal vehicle usage.

Procedures related to this policy have been updated **effective July 1, 2005**, in the Accounting Policy and Procedure Manual.

PROCEDURE	CHANGE
210.130 Travel-General-State Owned Vehicles-Use for Personal Reasons	Changed the rate to \$.34.
210.200 Travel-In-State-Mode of Transportation	1.a. Deleted reference to 210.130 (2).
210.300 Travel-Out-Of-State-Mode of Transportation	1.a. Deleted reference to 210.130 (2).

Please refer questions to me at (515) 281-4497.