



TO: All Financial Managers AC200803

FROM: Trina Brietske, Daily Processing Program Manager

DATE: November 19, 2007

SUBJECT: \$0.39 Mileage Reimbursement

Please share this information with appropriate staff in your department.

As of January 1, 2008, the mileage reimbursement rate for driving a privately owned vehicle for state business, regardless of availability of vehicles from the State motor pool, will be raised to a rate of **\$0.39 per mile**.

Also, effective January 1, 2008, the authority delegated to officials and department heads by the DAS-GSE Fleet Services for the use of private vehicles has been **reduced from 15,000 to 12,000 miles** annually on a fiscal year basis; see revised DAS Accounting Policy and Procedure 210.130. Because this change will be implemented for the last half of this fiscal year (FY08), the limit for January 1, 2008 – June 30, 2008, is a maximum of 6,000 miles, subject to a maximum total of 15,000 miles for the entire fiscal year. (The 15,000 mile provision will only affect those employees who have been reimbursed for 9,000 miles or more from July 1, 2007 to December 31, 2007.) The 12,000 mile limit on a fiscal year basis will take full affect on July 1, 2008, the start of fiscal year 2009. This limit does not apply to exceptions granted for those employees who have obtained waivers through DAS-GSE Fleet Services based on need for specialized accommodations. Examples for FY08:

1. If you drive 9,000 miles or less from July to December, you can drive no more than 6,000 miles from January to June.
2. If you drive more than 9,000 miles from July to December, from January to June you can only drive up to the 15,000 annual miles. (i.e., Drive 12,000 miles from July to December, you will be allowed 3,000 miles from January to June.)

Employees should check with their department for internal policies regarding personal vehicle usage.

Procedures related to this policy have been updated **effective January 1, 2008**. They are located in the SAE Accounting Policy and Procedure Manual in the Updated Documents webpage. January 1, 2008 this policy will be moved from the Updated Documents to the appropriate 210.130 section.

PROCEDURE	CHANGE
210.130 1.a. Travel-General-State Owned Vehicles- Use for Personal Reasons	Increased the rate of \$0.34 to \$0.39 per mile.
210.130 4. Travel-General-State Owned Vehicles- Use for Personal Reasons	Decreased personal vehicle miles from 15,000 to 12,000 miles per annual fiscal year.

Please refer questions to (515) 281-4497.