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**ALL AGENCY MEMO - 2018-01**

January 4, 2018

To: All Agencies

From: James R. Wells, Director

Subject: State Mileage Reimbursement Rate

The federal government has recently increased the standard mileage rate for transportation expenses from 53.5 cents per mile to 54.5 cents per mile. The allowable State mileage rate for the use of personal vehicles in the conduct of State business either at the direction of the State agency or for the personal convenience of the employee is adjusted periodically to reflect the allowable federal rate. On the basis of the federal standard mileage rate, the State mileage reimbursement rates the change in are as follows:

1. For an employee using his/her own personal vehicle for the State's convenience, the mileage reimbursement rate has **increased from 53.5 cents per mile to 54.5 cents per mile.**
2. For an employee using his/her own personal vehicle for the employee's convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate, which has been **increased from 26.75 cents per mile to 27.25 cents per mile.**

The rates are **effective January 1, 2018** and will remain in effect throughout calendar year. The GSA rate tables are located at: <http://www.gsa.gov/portal/content/100715>