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Subject: Update of mileage rates for airplane and motorcycle
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Please be advised that the following rates are being updated in the State Accounting Manual:

TRAVEL EXPENSE POLICIES

1. Air Travel - Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee expense reimbursement document, a cross reference shall be made from the employee expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane, shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

- a. Privately-owned – An employee will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. **As of April 1, 2013 the rate is one dollar and thirty three cents per mile (\$1.33) Statute air mile.** (Previously one dollar and twenty nine cents per mile (\$1.29) 1-1-2010. DAS will not differentiate between "travel at the convenience of the agency or employee". This mileage rate is effective for all employees not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.
7. Personal Automobiles - An employee will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of July 1, 2011 the rate was fifty five and one half cents (\$.555) per mile. As of January 1, 2013 the rate is fifty six and one half cents (\$.565) per mile. This mileage rate is effective for all employees not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employees currently use the IRS rate. However, agencies may, at their determination, require employees to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee still wants to drive their personal vehicle, the agency is not required to reimburse the employee any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate. **As of April 1, 2013 the rate is fifty three and one half cents (\$.535) per mile.** (Previously forty seven cents (.47) 1-1-2010)

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