

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
All State Agencies

DATE: December 20, 2017

FROM: Peter B. Keenan, CPA
State Controller

SUBJECT: INCREASED MILEAGE REIMBURSEMENT RATE
CFO 18-05

Effective **January 1, 2018**, the rate used to reimburse State employees for use of their personally owned vehicles on state business will increase from \$0.535 per mile to **\$0.545** per mile. Please note that the State reimbursement rate is adjusted according to the rate set by the Internal Revenue Service (IRS). The IRS has recently announced that the rate will increase to **\$0.545** per mile as of January 1, 2018.

This rate of **\$0.545** per mile should also be used to reimburse volunteers who use their own vehicles on state business.

The State Mileage Reimbursement System has been updated and the new rate will be in effect for all trip dates starting January 1, 2018. All reimbursement forms have been updated and can be found on the Controller's website.