

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

**TO: Chief Financial Officers  
All State Agencies**

**DATE: December 24, 2010**

**FROM: Marc A. Leonetti  
State Controller**

**SUBJECT: INCREASE IN MILEAGE REIMBURSEMENT RATE  
CFO 11-02**

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Effective **January 1, 2011**, the rate used to reimburse State employees for use of their personally owned vehicles on state business has been increased from \$0.50 per mile to **\$0.51** per mile. Please note that the State reimbursement rate is adjusted according to the rate set by the federal General Services Administration (GSA). The GSA has recently adjusted their rate to the Internal Revenue Service rate of **\$0.51** per mile.

This rate should also be used to reimburse volunteers who use their own vehicles on state business.

All in-state reimbursement forms have been revised to reflect the change.