

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

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

**DATE: December 22, 2015**

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

**SUBJECT: DECREASED MILEAGE REIMBURSEMENT RATE  
CFO 16-04**

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Effective **January 1, 2016**, the rate used to reimburse State employees for use of their personally owned vehicles on state business will decrease from \$0.575 per mile to **\$0.54** 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 decrease to **\$0.54** per mile as of January 1, 2016.

This rate of **\$0.54** per mile should also be used to reimburse volunteers who use their own vehicles on state business.

All reimbursement forms have been updated and can be found on the Controller's website.