

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

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

**DATE:** January 1, 2020

**FROM:** Louise M Sawtelle  
Associate Controller - Operations

**SUBJECT:** DECREASED MILEAGE REIMBURSEMENT RATE  
CFO 20-04

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Effective **January 1, 2020**, the rate used to reimburse State employees for use of their personally owned vehicles on state business will decrease from \$0.58 per mile to **\$0.575** 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 just announced that the rate will decrease to **\$0.575** per mile as of January 1, 2020.

This rate of **\$0.575** 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, 2020. All reimbursement forms have been updated and can be found on the Controller's website.