



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2009-01**

January 5, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: State Mileage Reimbursement Rate

The federal government has recently decreased the standard mileage rate for transportation expenses from 58.5 cents per mile to 55 cents per mile effective January 1, 2009. The allowable state mileage rate for the use of personal vehicles in the conduct of state business either at the direction of the state agency or for the personal convenience of the employee is adjusted periodically to reflect the allowable federal rate. On the basis of the change in the federal standard mileage rate, the state mileage reimbursement rates are as follows:

1. For an employee using his/her own personal vehicle for the State's convenience, the mileage reimbursement rate has **decreased from 58.5 cents per mile to 55 cents per mile.**
2. For an employee using his/her own personal vehicle for the employee's convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate, which has been **decreased from 29.25 cents per mile to 27.5 cents per mile.**

These rates are **effective January 1, 2009.**

  
Andrew K. Clinger, Director