




Nathan Deal
Governor

Thomas Alan Skelton, CPA
State Accounting Officer

Date: January 4, 2016
To: All Agency Heads and Chief Fiscal Officers
From: Alan Skelton, State Accounting Officer 
Re: Mileage Rate Decrease for Calendar Year 2016

This memo is to communicate changes to State travel reimbursement rates for calendar year 2016. These changes apply to the use of privately owned automobiles (POA), authorized State Government-owned automobiles, and motorcycles used for official state purposes.

Please make sure the information in this memo is conveyed to appropriate staff in your agency/department.

The Official Code of Georgia Annotated (OCGA) Section 50-19-7 requires use of the United States General Services Administration (GSA) rates for mileage when State employees are reimbursed for use of a privately owned vehicle on official travel.

The GSA recently announced revised rates for calendar year 2016. The following rates are applicable to travel that occurs on or after January 1, 2016:

Tier 1 Rates:	Automobile	\$ 0.54 per mile
	Motorcycle	\$ 0.51 per mile
	Airplane	\$ 1.17 per mile

Tier 2 Rate: \$0.19 per mile

The mileage reimbursement rate policy has been updated on [SAO's website](#) to reflect the 2016 rates. Any agency not on the TeamWorks Travel & Expense System will be responsible for updating the travel expense form. The standard expense form template is provided on SAO's website.

Any reimbursement of mileage claims paid to an employee in excess of rates published in the mileage reimbursement policy must be refunded to the state or characterized as taxable compensation to the employee.

Any questions concerning the contents of this memorandum or related to the State travel regulations should be directed to the following email address: SAO_travel@sao.ga.gov.

cc Governor's Office of Planning & Budget
State Purchasing Division