


TO: All Directors of Administration for
Agencies Served by the Bureau of Commonwealth Payroll Operations (BCPO)
for Travel Expense Reimbursements

FROM: Stephen R. Burns 
Director
Bureau of Commonwealth Payroll Operations

DATE: December 29, 2015

RE: BCPO Memo #15-09, 2016 Mileage Reimbursement Rates

The U.S. General Services Administration (GSA) recently announced changes in the mileage reimbursement rates for the use of a personally owned vehicle. Section 2.3 of [Manual 230.1, Commonwealth Travel Procedures Manual](#), provides that the Commonwealth's personal vehicle mileage reimbursement rates are equivalent to the rates established by the GSA.

Therefore, effective January 1, 2016, the Commonwealth reimbursement rates for personal vehicle mileage will be:

Standard Rate	Decrease from \$.575 per mile to \$.54 per mile
Other Vehicle Available Rate	Decrease from \$.23 per mile to \$.19 per mile

Any mileage claims entered in SAP for travel occurring on or after January 1, 2016 will automatically be calculated at the new rates. Travelers and Travel Arrangers need only select the appropriate vehicle type and enter the actual number of miles on their Travel Expense Reports.

We recommend that you communicate this important message to your agency Budget Officers as it may have an impact on agency travel budgets. Thank you for your attention to this matter. Questions on this memo can be directed to the BCPO Travel Audits Help Desk us at co-travelaudits@pa.gov.

cc: Brenda Warburton, Executive Deputy Secretary, Office of the Budget
Anna Maria Kiehl, Chief Accounting Officer, Office of the Budget
James Honchar, Deputy Secretary, Human Resources & Management
Comptroller Operations Bureau Directors (6)
Stacey Jo Withers, BCPO Assistant Director of Travel Operations