

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

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

DATE: December 27, 2016

RE: BCPO Travel Memo #16-02, 2017 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, 2017, the Commonwealth reimbursement rates for personal vehicle mileage will be:

Standard Rate	Decrease from \$.54 per mile to \$.535 per mile
Other Vehicle Available Rate	Decrease from \$.19 per mile to \$.17 per mile

Any mileage claims entered in SAP for travel occurring on or after January 1, 2017 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.

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
Christopher O'Neal, Acting Deputy Secretary, Human Resources & Management
Comptroller Operations Bureau Directors (6)
Stacey Jo Withers, BCPO Assistant Director of Travel Operations