

**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 28, 2017

**RE:** BCPO Travel Memo #17-01, 2018 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, 2018, the Commonwealth reimbursement rates for personal vehicle mileage will be:

Standard Rate	Increase from \$.535 per mile to <b>\$.545 per mile</b>
Other Vehicle Available Rate	Increase from \$.17 per mile to <b>\$.18 per mile</b>

Any mileage claims entered in SAP for travel occurring on or after January 1, 2018 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](mailto:co-travelaudits@pa.gov).

cc: Brenda Warburton, Executive Deputy Secretary, Office of the Budget  
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