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:

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rate</td>
<td>Increase from $0.535 per mile to $0.545 per mile</td>
</tr>
<tr>
<td>Other Vehicle Available Rate</td>
<td>Increase from $0.17 per mile to $0.18 per mile</td>
</tr>
</tbody>
</table>

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 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
    Reid Walsh, Deputy Secretary, Human Resources & Management, Office of Administration
    Comptroller Operations Bureau Directors (6)
    Stacey Jo Withers, BCPO Assistant Director of Travel Operations