

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 31, 2019

RE: BCPO Travel Memo #19-05, 2020 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, 2020, the Commonwealth reimbursement rates for personal vehicle mileage will be:

| | |
|------------------------------|--|
| Standard Rate | Decrease from \$.58 per mile to \$.575 per mile |
| Other Vehicle Available Rate | Decrease from \$.20 per mile to \$.17 per mile |

Any mileage claims entered in SAP Concur for travel occurring on or after January 1, 2020 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: Comptroller Operations Bureau Directors
Stacey Jo Withers, Assistant Director of Travel Operations
Lissette Lindsay, IES Payroll/Travel, Office of Administration
Jason Thomas, Director, Human Resource Service Center
Travel Super User Group (TSUG)