

**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 30, 2022

**RE:** BCPO Travel Memo #22-04, 2023 Mileage Reimbursement Rates

The U.S. General Services Administration (GSA) recently announced a change in the mileage reimbursement rate 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, 2023, the Commonwealth reimbursement rates for personal vehicle mileage will be:

Standard Rate	Increase from \$.625 per mile to <b>\$.655 per mile</b>
Other Vehicle Available Rate	Remains at <b>\$0.22 per mile</b>

Any mileage claims entered in SAP Concur for travel occurring on or after January 1, 2023, 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: 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)