MEMORANDUM

TO: All State Agencies, Boards and Commissions, and Institutions of Higher Education

FROM: Richard A. Weiss, Director

SUBJECT: Rate of Mileage Reimbursement for Use of Privately-Owned Motor Vehicles on Official Business of the State

DATE: February 11, 2009

Effective March 1, 2009 due to the decreased gas prices, the maximum authorized State rate of mileage reimbursement for the use of privately-owned motor vehicles on official business of the State will be decreased to forty-two (42) cents per mile. Reimbursement for travel performed on or after March 1, 2009, is authorized at the new rate of forty-two (42) cents per mile until further notice. Reimbursement for any travel before March 1, 2009, is authorized at the rate of forty-five (45) cents per mile.

The Office of Accounting will continue to monitor average gasoline prices and the reimbursement rate will be re-evaluated as needed.

If you have any questions, please contact the Office of Accounting at 682-1675.

RAW: psl