



# TRAVEL INFORMATION & POLICY

<b>Subject:</b>  Increased Personal Vehicle Mileage Reimbursement Rates for Bargaining Unit 9 (BU9) Employees	<b>Number:</b> TIP 06-09
	<b>Date Issued:</b> September 7, 2006
<b>References:</b>  Department of Personnel Administration, PML 2006-033	<b>Expires:</b> Until Rescinded

**Purpose:** To inform Professional Engineers (BU9) the increase in mileage reimbursement rates when using a privately owned vehicle for official State business.

**Policy:** The Department of Personnel Administration issued PML 2006-03 dated September 1, 2006 announcing the increased personal vehicle mileage rates for BU9 employees.

Effective July 1, 2006, the mileage reimbursement rates for BU9 employees who use their personal vehicle for official State business are:

- 44.5 cents per mile for authorized State business.
- 18 cents per mile, when newly hired to the State and approved to receive relocation.

The rates above reflect the Internal Revenues Service (IRS) current published mileage reimbursement rates as of July 1, 2006. Future increase/decrease to the State rates will be directly tied to any subsequent changes to the published IRS rates.

**Submitting an Amended TEC:** BU 9 employees reimbursed at 34 cents per mile between July 1, 2006 to present may submit an amended TEC for the difference between 34 cents and 44.5 cents per mile.

**To submit an amended TEC, please submit:**

- An approved TEC with original wet-ink signatures **and** one copy for the additional mileage expense **and**,
- A copy of the original TEC reimbursed at 34 cents per mile to expedite the reimbursement process.

**Represented Employees:** Represented employees other than BU9 and BU2 cannot claim the increased mileage rates until their bargaining unit contract is ratified and approved by the Legislature. A Travel Information & Policy e-mail will be issued when this occurs.

For more detailed information of using a personal vehicle for State business or other travel policies, please visit the [Caltrans Travel Guide](#).

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9092.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail [Gilbert\\_Petrissans@dot.ca.gov](mailto:Gilbert_Petrissans@dot.ca.gov). TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.