



Department of Transportation

TRAVEL INFORMATION & POLICY

Subject:	Number:
Increased Personal Vehicle Mileage Reimbursement Rates	TIP 07-007
	Date Issued:
References:	December 20, 2007
	Expires:
Department of Personnel Administration PML 2007-041	Until Rescinded

Purpose: To inform Department employees of the increase in mileage reimbursement rates for use of privately owned vehicle for official State business.

Policy: Effective January 1, 2008, the mileage reimbursement rates for State employees who use their personal vehicle for official State business will be:

- 50.5 cents per mile for authorized State business.
- 19 cents per mile for mileage associated with State approved relocation.

The rates above reflect the Internal Revenues Service (IRS) current published mileage reimbursement rates as of January 1, 2008. Future increases/decreases to the State rates will be directly tied to any subsequent changes to the published IRS rates.

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) 227-9330.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Iris_Bettencourt@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.