



Department of Transportation

TRAVEL INFORMATION & POLICY

Subject:	Number:
Decreased Personal Vehicle Mileage Reimbursement Rates	TIP 08-008
	Date Issued:
	December 16, 2008
References:	Expires:
Department of Personnel Administration PML 2008-047	Until Rescinded

Purpose: To inform the Department's employees of a decrease in the mileage reimbursement rates for use of privately owned vehicles for official State business.

Policy: For travel occurring January 1, 2009 and after, the personal vehicle mileage reimbursement rates for all State employees (excluding Bargaining Unit 6) and Contractors/Consultants are:

- 55 cents per mile for authorized State business.
- 24 cents per mile for approved relocation/moving mileage. This rate also applies as approved to new hires to State service.

Bargaining Unit 6 employees' reimbursement rates are:

- 34 cents per mile for authorized State business
- 24 cents per mile for approved relocation/moving mileage. This rate also applies as approved to new hires to State service.

The rates above (except those for Bargaining Unit 6) reflect the Internal Revenue Service's (IRS) current published mileage reimbursement rates. Future increases/decreases to the State rates will be directly tied to any subsequent changes to the published IRS rates.

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

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.