



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Increase in Mileage Rates for use of a Personal Vehicle Effective January 1, 2013

In accordance with the Office of the State Comptroller and OGS BSC Travel policy, when traveling on official State business, employees should use the most efficient and cost effective method of transportation available, unless there are circumstances that would make such use unreasonable.

New York State reimburses employees for business use of personal cars (also vans, pickups, and panel trucks) based on the standard mileage allowance established by the Internal Revenue Service (IRS). Effective January 1, 2013, the standard mileage allowance for the use of a personal vehicle will increase to 56.5 cents per mile. The IRS mileage allowance for business use of a privately owned motorcycle will remain at 52.5 cents per mile.

Note: The Governor's Office of Employee Relations (GOER) has added a trip calculator on their website to reflect the new rates effective January 1, 2013. The calculator can be found at:

http://www.goer.ny.gov/Employee_Resources/Travel_Information.cfm.

When travelers claim personal car mileage for instances where it would have been more economical to rent a vehicle for a trip, they should use the "Personal Car At Rental Rate Calculator" and claim the "# Miles to Claim on Voucher" that is indicated on the calculator. For auditing purposes, travelers are still required to submit a copy of the Calculator results with expense reports.

Any questions concerning this directive may be directed to the OGS BSC Travel Unit at (518) 457-4272 or OGSTravel.Unit@ogs.ny.gov.

For more information visit the BSC website or contact the BSC today!

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