



Information Announcement

Decrease in Mileage Allowance for Business Use of Personal Vehicle

January 6, 2016

Effective January 1, 2016 the mileage reimbursement allowance for use of a personal vehicle for State business is 54 cents per mile. Mileage reimbursement for a privately owned motorcycle is 51 cents per mile. The mileage allowance is determined by the Internal Revenue Service (IRS) and collective bargaining agreements. This mileage allowance includes all operational costs such as gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing and insurance. Generally, reimbursement for mileage is not taxable to the employee.

In accordance with the Office of the State Comptroller (OSC) [Travel Manual](#), travel should be by the most cost effective method. Generally, a common carrier is to be considered first, followed by a State vehicle and then a rental vehicle. A personal vehicle may be used for State business purposes when a common carrier, State vehicle or rental vehicle is not available, is not cost effective, or is otherwise not appropriate.

Please note, travelers opting to use their personal vehicle in lieu of a rental vehicle when traveling 100 miles or more per trip must complete the [Personal Car at Rental Rate Calculator](#) and attach it to their expense report. Whenever the trip calculator indicates that use of a rental vehicle is less costly, the traveler will be reimbursed for the reduced mileage indicated in the trip calculator. When renting a vehicle, please use the [OGS Centralized Vehicle Rental Contract](#).

If you have any questions regarding this announcement, please review the appropriate section of the OSC's Guide to Financial Operations located [here](#) or contact the BSC Travel Unit at (518) 457-4272 or OGSTravel.Unit@ogs.ny.gov.