



Information Announcement

Increase in Mileage Allowance for Business Use of Personal Vehicle

January 24, 2018

Effective January 1, 2018, the mileage reimbursement allowance for use of a personal vehicle for State business is 54.5 cents per mile, for privately owned motorcycle is 51.5 cents per mile and moving mileage is 18 cents per mile. This 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. For additional information, refer to the Office of the State Comptroller's (OSC) travel advisory 7: http://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory7.htm

Please note, travelers opting to use their personal vehicle in lieu of a rental vehicle when traveling over 100 miles per trip must complete the personal car at rental rate calculator and attach it to their expense report. Whenever the trip calculator indicates the use of a rental vehicle is less costly, the traveler will be reimbursed the reduced mileage indicated in the trip calculator. When renting a vehicle, please use the OGS Centralized Vehicle Rental contract. The trip calculator by vehicle rental contractor can be found at: <https://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>

If you have any questions regarding this announcement, please contact the BSC Travel Unit at (518) 457-4272 or OGSTravel.Unit@ogs.ny.gov.