



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Decrease in Mileage Allowance for Business Use of Personal Vehicle

Effective January 1, 2014, the mileage reimbursement allowance for use of a personal vehicle for State business is 56 cents per mile. Mileage reimbursement for a privately owned motorcycle remains 52.5 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. Reimbursement for mileage is not taxable to the employee.

When traveling by automobile, a State vehicle should be the first choice. In accordance with the Office of State Comptroller [Travel Manual](#), a personal vehicle may be used for State business purposes when a State vehicle or common carrier is not available, is not cost effective, or is otherwise not appropriate.

Please note, travelers using their personal vehicles traveling 100 miles or more per trip, must complete the [Personal Car at Rental Rate Calculator](#). 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 contact the 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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