



Information Announcement

Increase in Mileage Allowance for Business Use of Personal Vehicle

December 31, 2014

Effective January 1, 2015, the mileage reimbursement allowance for use of a personal vehicle for State business is 57.5 cents per mile. Mileage reimbursement for a privately owned motorcycle is 53 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 State Comptroller [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 car 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 OSC's Guide to Financial Operations located [here](#) or contact the BSC Travel Unit at (518) 457-4272 or OGSTravel.Unit@ogs.ny.gov.