



TRAVEL INFORMATION & POLICY

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| Subject: | Number: |
| Travel/Relocation Programs – Increase in Mileage Reimbursement Rate for Use of Personal Vehicle | TIP 11-001 |
| | Date Issued: |
| References: | December 22, 2010 |
| Department of Personnel Administration PML 2010-036 | Expires: |
| | Until Rescinded |

Purpose: To inform the Department’s employees of an increase in the mileage reimbursement rates for use of privately owned vehicles for official State business.

Policy: Effective January 1, 2011, the personal vehicle mileage reimbursement rates for all State employees (excluding Bargaining Unit 6) and Contractors/Consultants are:

- 51 cents per mile for authorized State business.
- 19 cents per mile for approved relocation/moving mileage.

Bargaining Unit 6 employees’ reimbursement rates are:

- 34 cents per mile for authorized State business
- 19 cents per mile for approved relocation/moving mileage.

The rates above (except those for Bargaining Unit 6) reflect the Internal Revenue Service’s (IRS) current published mileage reimbursement rates. Future increases/decreases to the State rates will be directly tied to any subsequent changes to the published IRS rates.

If you have questions regarding this information, please contact Katie Kennedy at (916) 227-8652.

To view the Department’s travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Katie.Kennedy@dot.ca.gov. TTY users may also call (800) 735-2922.