

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel/Relocation Programs – 2016 Mileage Reimbursement Rate for Use of Personal Vehicle	<b>REFERENCE NUMBER:</b> 2015-041
<b>DATE ISSUED:</b> December 30, 2015	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Claims Coordinators  
Employee Benefit Officers  
Labor Relations Officers  
Personnel Officers  
Personnel Transactions Staff  
Travel and Relocation Liaisons**

**FROM:** Department of Human Resources  
Benefits Division

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Effective January 1, 2016, the personal vehicle mileage reimbursement rate for employees will be 54 cents per mile (CPM). The relocation/moving mileage reimbursement rate will be 19 CPM.

The California Department of Human Resources uses the same rates as those published by the Internal Revenue Service (IRS). Departments will be notified of any subsequent changes to the IRS rates.

Employee questions about the mileage reimbursement rates should be addressed on the department level. If departments have questions or need assistance, please contact Ray Asbell.

/s/Belinda Collins

Belinda Collins, Chief  
Benefits Division