TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – 2016 Mileage Reimbursement Rate for Use of Personal Vehicle

DATE ISSUED: December 30, 2015

REFERENCE NUMBER: 2015-041

SUPERSEDES:

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