

TO: OOC 410 and Offsite Staff

FR: Stephen A. DiPietro ^{SAD}
Chief Financial Officer

DT: Jan. 24, 2020

RE: **NEW MILEAGE RATE & Mileage Reimbursement Guidelines**

All mileage reimbursement submissions should be sent to the OOC Business Services Unit. Use of the attached forms which include formulas for calculating the correct mileage reimbursement amount is mandatory. Your mileage reimbursement will not be processed if the proper forms are not used. Use of these forms provides for an accurate submission, it is easier to use and to review. That should speed up the entire reimbursement process.

The following guidelines should be followed when submitting mileage reimbursement. All mileage reimbursement forms should be sent to Lisa German in OOC Business Services Unit. Please direct all questions to Lisa German.

1. Please be sure to completely fill in name, **home address and official duty station address.** Mileage reimbursement requests will not be processed without both addresses. Also include employee number (right top of form). Your social security number is **NOT** necessary.
2. **EFFECTIVE AS OF JAN 1, 2020, the mileage rate was decreased to .575 cents per mile.**
3. All mileage will be reimbursed at the reimbursement rate which exists for the time period in which travel took place.
4. You must utilize **only** the attached forms. Choose the form that includes your official duty station. **All required information must be provided to include all locations traveled to. Be sure to enter your correct normal commute miles as applicable.** Using the attached forms will make it clear that the mileage amount was computed correctly by backing out your normal commute miles.
5. Please use name of town – not facility abbreviations for **all** locations.
6. OOC Business Services Unit will accept mileage amounts between locations from **Map Quest, Rand McNally** or the **Standard State Mileage Chart.** If you **do not** use the state mileage chart, a copy of the document (Map Quest or Rand McNally) that supports the mileage amounts being requested **must be attached. Reimbursement requests will not be processed without this information.**
7. **NEW RULE – NO ROUNDING UP WITH MILEAGE AMOUNT. Enter in the exact amount that is on the attachment – OR you can round it down (i.e. 38.4 = 38 not 39).**
8. Prepare and submit in a timely fashion, **at least and only monthly (i.e. not weekly, not every six (6) months, or not all at once at the end of the year).** **Requests will only be honored within the current fiscal year or up to three months afterwards.**
9. Attach **original** receipt(s).
10. A **current** copy of your vehicle insurance must be on file with the Business Services Unit. Requests for mileage reimbursement can **not** be processed without this per DAS Regulations.
11. Employee and supervisor should sign the original document in **blue ink** and submit to the OOC Business Services Unit for processing. **Only original signatures by the supervisor will be accepted (no rubber stamp or electronic signatures).**
12. **Only original documents will be processed. No copies, scans or faxes will be accepted.**

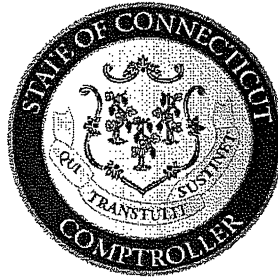
Thank you.

cc: Lisa German, OOC Business Services Unit
Jasmine Berry, OOC Fiscal Services Unit

KEVIN LEMBO
STATE COMPTROLLER



MARTHA CARLSON
DEPUTY COMPTROLLER



STATE OF CONNECTICUT
OFFICE of the STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

MEMORANDUM NO. 2020-02

January 21, 2020

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers, Business Managers,
Payroll and Human Resources Officers

Subject: **Increase in GSA Mileage Reimbursement Rate**

I. GSA MILEAGE RATE DECREASED TO 57.5 CENTS PER MILE

According to FTR Bulletin 20-03 announced in the Federal Register dated January 14, 2020, the General Services Administration (GSA) of the Federal Government is decreasing the reimbursement rate from 58 cents to 57.5 cents per mile for use of privately owned automobiles when authorized as advantageous to the Government.

II. IMPACT ON STATE MILEAGE REIMBURSEMENT RATES

The GSA rate is used as the mileage reimbursement rate for many State of Connecticut collective bargaining units. The "mileage reimbursement rate" under many State collective bargaining unit agreements is subject to adjustment within 30 days of revision to the Federal GSA rate.

In accordance with General Notice 2020-01 from the Office of Labor Relations, the mileage reimbursement rate decrease is effective for travel on or after **January 1, 2020** for employees using personally owned vehicles for official State business.

The decreased rate applies to non-represented employees and the following collective bargaining units: NP-2, NP-3, NP-4, NP-5, NP-6, NP-8, P-1, P-2, P-3A, P-3B, P-4 and P-5.

The above provisions also apply to Managerial and Confidential employees and all other executive branch employees who are exempt from the classified service or not included in any prevailing bargaining unit contract, except unclassified employees of any board of trustees of the constituent units of higher education.

Managerial employees governed by the boards of higher education are notified by their respective boards.

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III. QUESTIONS

Please direct questions or requests for assistance as follows:

Payroll Procedures: Active and Pension Payroll Services Division, 860-702-3447;

Personnel Issues: Agency Human Resources Officer;

Memorandum Interpretation: Administrative Services, 860-702-3440.



KEVIN LEMBO
STATE COMPTROLLER

KL:ED

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