



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

RSA UNION

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October 20, 2003

BOB RILEY
Governor

DRAYTON NABERS, JR.
Director of Finance

ROBERT L. CHILDREE
State Comptroller

MEMORANDUM

TO: All State Agencies
Chief Fiscal Officers

FROM: Robert L. Childree *RLC*
State Comptroller

SUBJECT: Travel – Mileage Rate

Effective January 1, 2004, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state will increase to 37.5 cents per mile. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Act 99-362, which became effective October 1, 1999. This Act sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. Therefore, mileage reimbursement for travel on or after January 1, 2004 will be calculated at the new rate of 37.5 cents per mile.

When calculating the amount to be reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 37.5 cents, with odd amounts rounded up to the nearest cent. (Example: 111 miles X .375 = \$41.625 = \$41.63). Should you have any questions concerning this matter, please contact Tucker Wilson at (334) 242-7057.

RLC: mr