

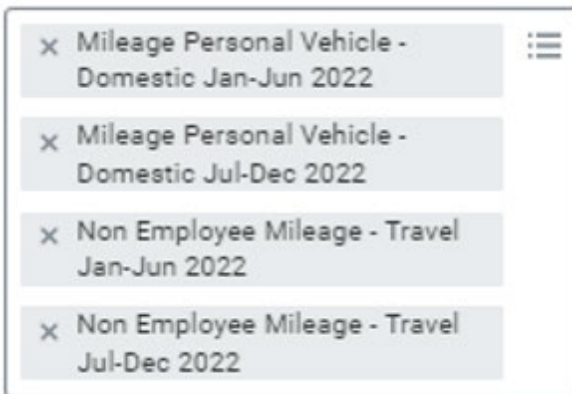
From: [Coker, Abbie](#)
To: [fin-expense-preparers](#); [fin-cost-center-managers](#); [fin-driver-worktag-managers](#)
Subject: Mileage Reimbursement Rate Change July 2022
Date: Tuesday, July 12, 2022 9:33:25 AM
Attachments: [image001.png](#)
[Mileage_Update_July_2022.pdf](#)
[image002.png](#)
Importance: High

Good morning,

The Institute has been notified by the State Accounting Office of an increase in mileage reimbursement rate effective July 1, 2022.

The mileage reimbursement rate for the use of private vehicles on official Institute business has been increased to \$0.625 cents per mile and is applicable to travel that occurred on or after July 1, 2022. Travel completed before that date will be calculated at the previous rate of \$0.585 cents per mile. The new mileage rate has been updated in Workday. The mileage rates for the 2022 calendar year have been updated in Workday as follows:

- Jan – Jun 2022 employee and non-employee rate is \$0.585 per mile
- Jul – Dec 2022 employee and non-employee rate is \$0.625 per mile



Travelers are to select the expense item corresponding to the date that the travel for mileage occurred. Please note that if the incorrect expense item is selected, the expense report will be sent back for correction. For additional information or questions please contact the Travel Team by submitting a ticket through [ServiceNow](#).

Please distribute to all travelers within your unit.

Best regards,

Abbie Coker



Director of Accounts Payable & Travel | Procurement & Business Services

Phone (404) 894-0348

abbie.coker@business.gatech.edu | www.procurement.gatech.edu



Brian P. Kemp
Governor

Gerlda B. Hines, CPA
State Accounting Officer

TO: Agency Heads and Chief Fiscal Officers

FROM: Gerlda B. Hines, State Accounting Officer *LBH*
State Accounting Office

CC: Kelly Farr, CFO and Executive Director *KF*
Office of Planning and Budget

DATE: June 15, 2022

RE: Mileage Rate Increase Effective July 1, 2022

Please ensure the information referenced in this memo is conveyed to appropriate staff in your agency/department, including travel liaisons and program managers.

The Official Code of Georgia Annotated (OCGA) Section 50-19-7 requires use of the United States General Services Administration (GSA) rates for mileage when state employees are reimbursed for use of a privately owned vehicle on official travel.

Effective July 1, 2022, the following rates are applicable to travel that occurs on or after that date:

Tier 1 Rates:		
Automobile	\$ 0.625	per mile
Motorcycle	\$ 0.565	per mile
Airplane	\$ 1.515	per mile
Tier 2 Rate:		
	\$ 0.18	per mile

Any agency not on the TeamWorks Travel & Expense System will be responsible for updating the travel expense form.

Any reimbursement of mileage claims paid to an employee in excess of rates published in the mileage reimbursement policy must be refunded to the state or characterized as taxable compensation to the employee.

Questions concerning the contents of this memorandum or related to the State travel regulations should be directed to the following email address: SAO_travel@sao.ga.gov