



---

200 Piedmont Avenue 1604 West Tower Atlanta, GA 30334 Phone (404) 656-2133 Fax (404) 463-5089

**DATE:** January 7, 2011  
**To:** All Agency Heads and Chief Fiscal Officers  
**From:** Greg S. Griffin, State Accounting Officer *gsg*  
**Re:** Mileage Rate Increase for Calendar Year 2011

This memo is to communicate changes to State travel reimbursement rates for calendar year 2011. These changes apply to the use of privately owned automobiles (POA), POAs when Government-owned automobiles are authorized, and motorcycles for official purposes.

Please make sure the information in this memo is conveyed to appropriate staff in your agency/department.

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.

[The GSA](#) recently announced revised rates for calendar year 2011. The following rates are applicable to travel that occurs on or after January 1, 2011:

<b>Tier 1 Rates:</b>	Automobile	\$ 0.51 per mile
	Motorcycle	\$ 0.48 per mile
	Aircraft	\$ 1.29 per mile ( <i>No change in rate</i> )

**Tier 2 Rate:** \$0.19 per mile (*Government-owned vehicle is authorized/available*)

**Tier 3 Rate:** Rate is no longer applicable

The [travel expense form](#) and [mileage reimbursement rate policy](#) have been updated on SAO's website to reflect the 2011 rates.

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.

Any 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](mailto:SAO_travel@sao.ga.gov).

cc Debbie Dlugolenski, Director – Governor's Office of Planning & Budget  
Internal Distribution