



DATE: January 9, 2013
TO: All Agency Heads and Chief Fiscal Officers
FROM: Alan Skelton, State Accounting Officer
RE: Mileage Rate Increase for Calendar Year 2013

This memo is to communicate changes to State travel reimbursement rates for calendar year 2013. These changes apply to the use of privately owned automobiles (POA) when Government-owned automobiles (GOA) are available, privately owned motorcycles, and privately owned airplanes for official purposes.

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

The GSA recently announced revised rates for the calendar year 2013. The following rates are applicable to travel that occurs on or after January 1, 2013:

Tier 1 Rates:	Automobile	\$ 0.565 per mile
	Motorcycle	\$ 0.535 per mile
	Aircraft	\$ 1.33 per mile

Tier 2 Rate: \$0.24 per mile

The travel expense form and mileage reimbursement rate policy have been updated on SAO's website to reflect the 2013 rates. If your agency is a part of the TeamWorks Travel & Expense System (TTE), there is no action on your behalf. The system has been updated with the new mileage rates.

Please ensure the information contained herein is conveyed to appropriate staff in your agency. Any questions concerning this memorandum or related to the State Travel Policy should be directed to: SAO_travel@sao.ga.gov.

Cc: Teresa MacCartney, Chief Financial Officer and Director – Office of Planning and Budget