

MEMO

TO: Personnel

FROM: Gwyn Barnes

DATE: January 2, 2020

RE: Mileage Reimbursement

Attached is a revised travel form effective January 1, 2020. The Internal Revenue Service decreased the mileage reimbursement to 57.5 cents per mile. The Board policy states the system will use the current rate set by IRS.



Kay Ivey
Governor

Kelly Butler
Finance Director

STATE OF ALABAMA
Department of Finance
Office of the State Comptroller


100 North Union Street, Suite 220
Montgomery, Alabama 36130-2620
Telephone (334) 242-7050 Fax (334) 353-0442
www.comptroller.alabama.gov



Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

Michael G. Hudson, CGFM
Deputy State Comptroller

To: All State Agencies
All Chief Fiscal Officers

From: Kathleen D. Baxter 
State Comptroller

Date: December 31, 2019

Subject: Travel Mileage Rate for 2020

Effective January 1, 2020, the mileage rate paid to persons traveling in privately owned vehicles on official business for the State will decrease to 57.5 cents per mile. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Code of Alabama 1975, 36-7-22, as amended, which became effective October 1, 1999. This code section 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, 2020, will be calculated at the new rate of 57.5 cents per mile.

When calculating the amount reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 57.5 cents (Example: 111 miles x .575 = \$63.83). Should you have any questions concerning this directive, please call the Accounts Payable HOTLINE at 334-242-4444.

KDB/lrb

**LANETT CITY SCHOOLS
TRAVEL REPORT**

DATE	MEALS & LODGING AMOUNTS	MILES	DESTINATION	PURPOSE
		x .575		

PRINTED NAME _____ DATE _____

EMPLOYEE SIGNATURE _____