



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION
Commissioner's Office

Michael R. Pence, Governor

Indiana Government Center South
402 West Washington Street, Room W479
Indianapolis, IN 46204

DATE: February 12, 2016

TO: All State Institutions

FROM: Jessica E. Robertson, Commissioner, Department of Administration

SUBJECT: Reduction in State Mileage Reimbursement Rate

On June 26, 2015 the Indiana Department of Administration and State Budget Office sent out a memo regarding changes in mileage reimbursement rates. In that memo we presented a chart to provide transparency for future adjustments of mileage reimbursement rates.

Based on the last 6 months of average fuel prices for regular unleaded gas, as well as the average cost of the last 6 weeks, mileage reimbursement rate will be adjusted down. Effective February 22, 2016, the mileage reimbursement rate will move to \$0.36 per mile. Travel departing prior to the effective date will be reimbursed at the previous rate, while travel departing on or after the February 22nd effective date will be reimbursed at \$0.36 per mile. We will continue to review fuel prices semi-annually and adjust reimbursement rates accordingly.

If you have any questions please contact IDOA Travel Management Office at (317) 232-4258 or your Budget Analyst at (317) 232-5610.