



**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:

<b>Tier 1 Rates:</b>		
Automobile	\$ 0.625	per mile
Motorcycle	\$ 0.565	per mile
Airplane	\$ 1.515	per mile
<b>Tier 2 Rate:</b>		
	\$ 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](mailto:SAO_travel@sao.ga.gov)