

MEMORANDUM

TO: Agency Heads and Chief Fiscal Officers

FROM: Gerda B. Hines, State Accounting Officer *GBH*

RE: Mileage Rates for Calendar Year 2024

DATE: January 4, 2024

Changes to State travel reimbursement rates for calendar year 2024 are outlined below. These changes apply to the use of privately-owned automobiles (POA), authorized State government-owned automobiles, and motorcycles used for official State purposes.

Please make sure the information referenced in this memo is conveyed to appropriate staff in your organization.

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 2024. The following rates are applicable to travel that occurs on or after January 1, 2024:

| | | |
|----------------------|---------|----------|
| Tier 1 Rates: | | |
| Automobile | \$ 0.67 | per mile |
| Motorcycle | \$ 0.65 | per mile |
| Airplane | \$ 1.76 | per mile |
| Tier 2 Rate: | | |
| | \$ 0.21 | per mile |

The mileage reimbursement rate policy has been updated on [SAO's website](#) to reflect the 2024 rates. 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 SAO_travel@sao.ga.gov.

cc: Governor's Office of Planning & Budget
State Purchasing Division