



STATE ACCOUNTING OFFICE


Brian P. Kemp
Governor

Gerda B. Hines, CPA
State Accounting Officer

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MEMORANDUM

TO: Agency Heads/Chief Fiscal Officers

FROM: Gerda B. Hines, State Accounting Officer 

CC: Governor’s Office of Planning & Budget
DOAS State Purchasing Division

RE: Mileage Rate Increase for Calendar Year 2025

DATE: January 3, 2025

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 2025. The following rates are applicable to travel that occurs on or after January 1, 2025:

Tier 1 Rates:		
Automobile	\$ 0.70	per mile
Motorcycle	\$ 0.68	per mile
Airplane	\$ 1.75	per mile
Tier 2 Rate:		
	\$ 0.21	per mile

The mileage reimbursement rate policy has been updated on [SAO's website](#) to reflect the 2025 rates. Any agency not on the TeamWorks Travel & Expense System will be responsible for updating their agency’s 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 content of this memorandum or related to the State travel regulations should be directed to SAO_travel@sao.ga.gov. Questions regarding an agency’s budget related to this memo should be directed to the agency’s budget analyst with the Office of Planning & Budget.