Brian P. Kemp
Governor

Gerlda B. Hines, CPA
State Accounting Officer

TO: **Agency Heads and Chief Fiscal Officers**

FROM: **Gerlda Hines, State Accounting Officer**

DATE: **January 4, 2022**

RE: **Mileage Rate Increase for Calendar Year 2022**

This memo is to communicate changes to State travel reimbursement rates for calendar year 2022. 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 agency/department.

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 2022. The following rates are applicable to travel that occurs on or after January 1, 2022:

Tier 1 Rates:		
Automobile	$ 0.585	per mile
Motorcycle	$ 0.565	per mile
Airplane	$ 1.515	per mile
Tier 2 Rate:	$ 0.18	per mile

The mileage reimbursement rate policy has been updated on SAO's website to reflect the 2022 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 the following email address: SAO_travel@sao.ga.gov.

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