

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: March 29, 1999

PAYROLL LETTER # 99-008
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: STANDARD BUSINESS MILEAGE REIMBURSEMENTS

This Payroll Letter announces revised reporting and withholding procedures for business mileage reimbursements to Civil Service employees as the result of recently ratified Bargaining Unit contracts.

Per the Department of Personnel Administration's (DPA) Payroll Management Liaison (PML) Memos 99-012 and 99-013, employees in the Bargaining Units identified below will be reimbursed for business mileage at the same rate as excluded employees. This action eliminates the range (from \$0.24 to \$0.30) reimbursement plan and establishes a flat rate of \$0.31 per mile. Effective with the dates listed below, all business mileage reimbursements are non-reportable and nontaxable.

Bargaining Unit	Effective Date
1	March 2, 1999
2	March 15, 1999
3	March 3, 1999
4	March 2, 1999
9	March 9, 1999
10	March 3, 1999
11	March 5, 1999
12	March 2, 1999
13	March 2, 1999
14	March 2, 1999
15	March 2, 1999
17	March 2, 1999
18	March 8, 1999
20	March 12, 1999
21	March 2, 1999

Per the new contracts, specialized vehicles may claim from \$0.31 up to \$0.37 cents per mile. Rates claimed in excess of \$0.31 per mile are reportable and taxable.

NOTE: The following non-business mileage reimbursements are now compensated at \$0.31 per mile; however, these payments remain reportable and taxable income:

- Call Back Mileage
- Remote Headquarters Mileage
- Commuter Mileage

CONTACTS

Revisions to the Payroll Procedures Manual are forthcoming. If you require assistance with reporting requirements, contact Jim Fiack at (916) 322-8128, CALNET 492-8128.

RZ:JF/TSS