



# STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION  
Commissioner's Office

**Michael R. Pence, Governor**

Indiana Government Center South  
402 West Washington Street, Room W479  
Indianapolis, IN 46204

DATE: February 12, 2016

TO: All State Institutions

FROM: Jessica E. Robertson, Commissioner, Department of Administration

SUBJECT: Reduction in State Mileage Reimbursement Rate

On June 26, 2015 the Indiana Department of Administration and State Budget Office sent out a memo regarding changes in mileage reimbursement rates. In that memo we presented a chart to provide transparency for future adjustments of mileage reimbursement rates.

Based on the last 6 months of average fuel prices for regular unleaded gas, as well as the average cost of the last 6 weeks, mileage reimbursement rate will be adjusted down. Effective February 22, 2016, the mileage reimbursement rate will move to \$0.36 per mile. Travel departing prior to the effective date will be reimbursed at the previous rate, while travel departing on or after the February 22<sup>nd</sup> effective date will be reimbursed at \$0.36 per mile. We will continue to review fuel prices semi-annually and adjust reimbursement rates accordingly.

If you have any questions please contact IDOA Travel Management Office at (317) 232-4258 or your Budget Analyst at (317) 232-5610.