



ADMINISTRATIVE BULLETIN NO. 20

Issued: January 14, 2025

SUBJECT: ANNUAL EMPLOYEE TRAVEL REIMBURSEMENT RATES AND DEPARTMENT HEAD/ELECTED OFFICIAL AUTOMOBILE ALLOWANCE

The policies and procedures governing the reimbursement of employee travel reimbursement rates and department head/elected official automobile allowance are specified in Chapter 3 of the Administrative Policy and Procedures Manual.

The allowable reimbursement rates for 2025 are effective January 1, 2025

	<u>2024</u> <u>RATE</u>	<u>2025</u> <u>RATE</u>
<u>PER MILE REIMBURSEMENT RATES FOR PERSONAL VEHICLE USE:</u>		
Department heads and elected officials receiving monthly automobile allowance:	\$.395	\$.41
All other employees:	\$.67	\$.70
<u>DEPARTMENT HEAD/ELECTED OFFICIAL AUTOMOBILE ALLOWANCE:</u>		
Auto Allowance (biweekly)	\$275.52	\$275.52
<u>PER STATUTE MILE REIMBURSEMENT RATES FOR PERSONAL AIRCRAFT USE:</u>		
Department heads and elected officials:	\$1.76	\$1.75
<u>LODGING:</u>		
Maximum allowable reimbursement rate including taxes:	\$278	\$291

MEALS AND INCIDENTAL EXPENSES (PER DIEM):

Refer to federal General Services Administration web site (www.gsa.gov) for current reimbursement rate.