

## **Operations Communiqué #16-01 Change to the Mileage Reimbursement Rate**

**Title:** Change to the Mileage Reimbursement Rate

**Date:** January 08, 2016

**Priority:** Medium

**Category:** Informational

**Response Required:** None

### **Purpose:**

To provide the Child Care Information Services (CCIS) agencies with the 2016 General Services Administration mileage reimbursement rate when using personal automobiles for business travel.

### **Discussion:**

Effective January 1, 2016, the mileage reimbursement rate for personal automobiles used for CCIS work-related travel is 54 cents per mile. This is for CCIS work-related travel necessary outside of regular commuting.

### **Next Steps:**

1. Review this information with appropriate staff.
2. Begin to use the new mileage reimbursement rate for work-related travel occurring on or after January 1, 2016.
3. Do not obsolete this communiqué until further notice.
4. Contact your subsidy coordinator with any questions.