MEMORANDUM NO. 2017-01

January 10, 2017

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative and Fiscal Officers, Business Managers, Payroll and Human Resources Officers

Subject: Decrease in GSA Mileage Reimbursement Rate

I. **GSA MILEAGE RATE DECREASED TO 53.5 CENTS PER MILE**
   
   According to FTR Bulletin 17-02 announced in the Federal Register dated December 28, 2016, the General Services Administration (GSA) of the Federal Government is decreasing the reimbursement rate from 54 cents to 53.5 cents per mile for use of privately owned automobiles when authorized as advantageous to the Government.

II. **IMPACT ON STATE MILEAGE REIMBURSEMENT RATES**
   
   The GSA rate is used as the mileage reimbursement rate for many State of Connecticut collective bargaining units. The "mileage reimbursement rate" under many State collective bargaining unit agreements is subject to adjustment within 30 days of revision to the Federal GSA rate.

   In accordance with General Notice 2017-01 from the Office of Labor Relations, the mileage reimbursement rate decrease is effective for travel on or after January 4, 2017 for employees using personally owned vehicles for official State business.

   The increased rate applies to non-represented employees and the following collective bargaining units: NP-2, NP-3, NP-4, NP-5, NP-6, NP-8, P-1, P-2, P-3A, P-3B, P-4 and P-5.

   The above provisions also apply to Managerial and Confidential employees and all other executive branch employees who are exempt from the classified service or not included in any prevailing bargaining unit contract, except unclassified employees of any board of trustees of the constituent units of higher education.

   Managerial employees governed by the boards of higher education are notified by their respective boards.
III. **QUESTIONS**

Please direct questions or requests for assistance as follows:

**Payroll Procedures:** Payroll Services Division, 860-702-3447;

**Personnel Issues:** Agency Human Resources Officer;

**Memorandum Interpretation:** Fiscal Policy Statewide Services, 860-702-3440.


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