



ADMINISTRATIVE BULLETIN NO. 20

Issued: January 3, 2022

Revised: June 29, 2022

**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 2022 are effective July 1, 2022, replacing the rates that were effective for January 1 through June 30, 2022.

	<u>2021 RATE</u>	<u>2022 RATE</u>
<u>PER MILE REIMBURSEMENT RATES FOR PERSONAL VEHICLE USE:</u>		
Department heads and elected officials receiving monthly automobile allowance:	\$.33	\$.370
All other employees:	\$.56	\$.625

DEPARTMENT HEAD/ELECTED OFFICIAL AUTOMOBILE ALLOWANCE:

Auto Allowance (biweekly)	\$275.52	\$275.52
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PER STATUTE MILE REIMBURSEMENT RATES FOR PERSONAL AIRCRAFT USE:

Department heads and elected officials:	\$1.26	\$1.515
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LODGING:

Maximum allowable reimbursement rate including taxes:	\$238	\$255
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MEALS AND INCIDENTAL EXPENSES (PER DIEM):

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