



Office of Management and Budget

Santa Rosa Administrative Offices
6495 Caroline Street, Suite L
Milton, Florida 32570

Jayne Bell, Director



MEMORANDUM

TO: Board of County Commissioners
FROM: Jayne Bell, Director OMB
SUBJECT: Mileage and Per Diem Rates
DATE: January 19, 2016

RECOMMENDATION

Request Board approval to increase Privately Owned Vehicle (POV) Mileage Reimbursement Rates and Per Diem Rates in accordance with the Governmental Services Administration (GSA) rates effective January 1, 2016.

BACKGROUND

In December 2005, the BOCC approved using the Governmental Services Administration (GSA) reimbursement rates. The rates at that time were \$.485 (or 48.5 cents) per mile and the per diem rates were Breakfast \$6, Lunch \$11, and Dinner \$19. These rates have remained in effect for the last 10 years. The new rates set by the GSA effective January 1, 2016 are \$.54 (or 54 cents) per mile and Breakfast \$11, Lunch \$12, and Dinner \$23.

Privately Owned Vehicle (POV) Mileage Reimbursement Rates

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2016.

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	January 1, 2016	\$1.17
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	January 1, 2016	\$0.54
If Government-furnished automobile is available	January 1, 2016	\$0.19
Motorcycle	January 1, 2016	\$0.51

* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs). You can also use the link to BoatSafe.com (a non-government website) to assist you in converting NMs to SMs or SMs to NMs.

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's Inter-Airport Distance web site.

QUESTIONS:

For all travel policy questions, e-mail travelpolicy@gsa.gov

The shortcut to this page is www.gsa.gov/mileage.

QUESTIONS

For all travel policy questions, email travelpolicy@gsa.gov.

RELATED GSA TOPICS

- Per Diem
- FY 2016 M&IE Breakdown

GOVERNMENT LINKS

- Alaska, Hawaii, Puerto Rico, and U.S. possessions Per Diem Rates
- Foreign Per Diem Rates
- U.S. Civilian Board of Contract Appeals
- Hotel and Motel Fire Safety
- U.S. Government Car Rental Program

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FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit FTR Appendix B. (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

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