

State of Vermont  
Department of Human Resources  
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Agency of Administration

## MEMORANDUM

**To:** All Agency/Department Heads, Human Resources Administrators, Business Managers  
**From:** John J. Berard, DHR Director of Labor Relations  
**Date:** January 4, 2016  
**Subject:** Change in Mileage Reimbursement Rate

Effective **January 1, 2016**, the mileage reimbursement rate for State employees subject to the provisions of the collective bargaining agreements will, in keeping with the federal General Services Administration rate structure, change as follows:

If no government vehicle reasonably available - \$0.575 will **decrease** to \$0.54  
If government vehicle is reasonably available - \$0.23 will **decrease** to \$.19

Please ensure that your employees, supervisors, and fiscal staff are made aware of this change. Please note that the payroll computer programs will be changed to automatically pay the new rate. Consequently, the coding of expense reimbursement forms will remain the same.

Please feel free to contact John Berard (828-3454 or [john.berard@state.vt.us](mailto:john.berard@state.vt.us)) if you have any questions regarding the new mileage reimbursement rates.

Please remember that the Buildings & General Services' Fleet Program has passenger vehicles available for daily rental in Montpelier, Burlington and Rutland, which includes fuel and around-the-clock roadside assistance. The daily rental fleet consists of both hybrid and non-hybrid sedans; all are maintained per the manufacturer's specifications. Reservations may be made on-line at the fleet services web page: [http://bgs.vermont.gov/business\\_services/fleet](http://bgs.vermont.gov/business_services/fleet) by e-mail to [fleet.services@state.vt.us](mailto:fleet.services@state.vt.us), or by phone at 828-3821.

