

TO: All Directors of Administration for
Agencies Serviced by the Bureau of Commonwealth Payroll Operations (BCPO) for
Travel Expense Reimbursements

FROM: Stephen R. Burns 
Director
Bureau of Commonwealth Payroll Operations

DATE: December 30, 2024

RE: BCPO Travel Memo #24-01, 2025 Mileage Reimbursement Rates

The U.S. General Services Administration (GSA) recently announced a change in the mileage reimbursement rates for the use of a personally owned vehicle. Section 2.3 of [Manual 230.1, Commonwealth Travel Procedures Manual](#), provides that the Commonwealth's personal vehicle mileage reimbursement rates are equivalent to the rates established by the GSA.

Therefore, effective January 1, 2025, the Commonwealth reimbursement rates for personal vehicle mileage will be:

Standard Rate	Increase from \$.67 per mile to \$.70 per mile
Other Vehicle Available Rate	Remains \$0.21 per mile

Any mileage claims entered in SAP Concur for travel occurring on or after January 1, 2025, will automatically be calculated at the new rates. Travelers and Travel Arrangers need only select the appropriate vehicle type and enter the actual number of miles on their Travel Expense Reports.

Thank you for your attention to this matter. Questions on this memo can be directed to the BCPO Travel Audits Help Desk us at co-travelaudits@pa.gov.

cc: Comptroller Operations Bureau Directors
Stacey Jo Withers, Assistant Director of Travel Operations
John Barni, Assistant Director of Payroll Operations
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