Revised Personal Vehicle Mileage Reimbursement Policy
(Effective for travel beginning January 1, 2019)

The Internal Revenue Service modified the personal vehicle business mileage reimbursement rates in 2019, and the N.C. Office of State Budget and Management (OSBM) is requiring compliance, effective for trips beginning on or after January 1, 2019.

Consistent with the OSBM personal mileage policy enacted in 2017, the following rules continue to apply:

1) State employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the state.
2) Utilization of the university motor pool or the state contract rental car agreement is encouraged. Other options include use of the employee’s personal vehicle and ride-sharing, with significantly reduced mileage reimbursement rates.
3) Mileage is always computed from the lesser distance of the duty station or home base to the destination.

The personal vehicle mileage rate, effective January 1, 2019 is now 58 cents per mile for trips of 100 miles or less. The 2018 OSBM policy modification to the State Budget Manual affecting trips of greater than 100 miles remains in effect. For trips beginning on or after January 1, 2019:

If using the employee’s personal vehicle, 58 cents per mile will be reimbursed for trips of 100 business miles or less. If total trip mileage exceeds 100 miles, the reimbursement rate shall be 33 cents per mile traveled, regardless of the number of days in the trip.

Examples:

1) A conference trip will last 3 days. If the trip totals 100 miles or less, the reimbursement rate will be 58 cents per mile. If the trip totals 101 miles or more, the reimbursement rate will be 33 cents per mile for all miles traveled.
2) An employee travels 150 miles to Raleigh and back in the morning, then another 35 miles roundtrip to High Point in the afternoon. The Raleigh trip will be reimbursed at 33 cents per mile, and the High Point trip at 58 cents per mile.
3) An employee travels less than 35 miles for a business trip. This does not meet travel status, and should be treated as a business reimbursement through accounts payable – not the Travel Department - at 58 cents per mile.

Forms TVL-1 and TVL-2 (the Travel Workbook) have been revised and are effective for travel beginning on or after January 1, 2019. The new forms include a calculation formula that will assist with estimating the cost of the vehicle travel and the amount to be reimbursed when the traveler inputs the number of total miles traveled.