



# CIRCULAR

## STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY

NO: 20-02-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 1
EFFECTIVE DATE: 07-01-19	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 01-02-OMB
SUBJECT: MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE		
ATTENTION: DIRECTORS OF ADMINISTRATION AND FISCAL OFFICERS		
FOR INFORMATION CONTACT: LESLIE A. NOTOR		PHONE: (609) 292-5040

Use of a State-owned vehicle or a State-contracted rental vehicle is the preferred means of ground transportation. Mileage reimbursement for the use of a personal vehicle is not permitted when a State-owned vehicle is available or when a State-contracted rental vehicle is more cost effective.

If a State-owned vehicle is not available or a State-contracted rental vehicle is determined to be less cost effective on designated travel days, a personal vehicle may be used for official business.

Mileage allowance in lieu of actual expenses of transportation is allowed for an employee traveling by personal automobile on official business at the rate authorized by the State Appropriations Act.

In accordance with the Fiscal Year 2020 Appropriations Act and until further notice, the mileage reimbursement rate shall be \$0.35 per mile.

  
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David Ridolfino  
Acting Director

