



Pennsylvania
Office of the Budget

MEMO

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

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

DATE: July 22, 2026

RE: BCPO Travel Memo #26-02
Mileage Reimbursement Rate – 2026 Mid-Year Update

The Internal Revenue Service (IRS) recently announced a change in their business standard mileage rates retroactive to July 1, 2026. Section 2.2 of [Manual 230.01, Commonwealth Travel Procedures Manual](#), provides that the Commonwealth's personal vehicle mileage reimbursement rates are equivalent to the rates established by the US General Services Administration (GSA). While the GSA has not yet announced the rate change, they are statutorily required to follow the IRS rates per public law 113-291.

Therefore, effective July 1, 2026, the Commonwealth reimbursement rates for personal vehicle mileage will be:

Standard Rate	Increase from \$0.725 per mile to \$0.76 per mile
Other Vehicle Available Rate	Increase from \$0.205 per mile to \$0.235 per mile

Any mileage claims entered in SAP Concur for travel occurring on or after July 1, 2026 will automatically be calculated at the new rates. Travelers and Delegates 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 ra-ob-co-travelaudits@pa.gov.



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cc: Stacey Jo Withers, Assistant Director for Travel Operations, Office of the Budget
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