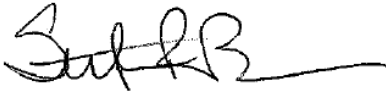




TO: All Directors of Administration for
Agencies Serviced by the
Bureau of Commonwealth Payroll Operations (BCPO)

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

DATE: December 30, 2025

RE: BCPO Travel Memo #25-01, 2026 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, 2026, the Commonwealth reimbursement rates for personal vehicle mileage will be:

Standard Rate	Increase from \$0.70 per mile to \$0.725 per mile
Other Vehicle Available Rate	Decrease from \$0.21 per mile to \$0.205 per mile

Any mileage claims entered in SAP Concur for travel occurring on or after January 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 co-travelaudits@pa.gov.

cc: Stacey Jo Withers, Assistant Director for Travel Operations, Office of the Budget
Charity Rosenberry, Assistant Director for Payroll Operations, Office of the Budget
Christopher Norris, Director, Human Resources Service Center, Office of Administration
Lisette Lindsay, IES Business Operations Human Resources Manager, Office of Administration
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