



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: January 31, 2003

SUBJECT: Reduction in Mileage Reimbursement Rate

NUMBER: 106

The Governor's Travel Control Board released Travel Update #03-08 which reduces the mileage reimbursement rate for the use of a personal vehicle from 36.5 cents to 36 cents. The effective date of this update was January 1, 2003.

The Comptroller's Office will immediately enforce the new rate on all travel related reimbursements with a service date after December 31, 2002. Any travel related reimbursements received in our Office, with the old rate, will be returned to the originating agency for correction.

In the case where a payment with service dates after December 31, 2002 has been previously approved by our Office, at the higher rate, the Agency should initiate an adjustment on the next travel related payment for that traveler. If the traveler does not have any planned travel during the remainder of this fiscal year, the Agency should request a refund from the traveler of the over payment amount.

If you have any questions pertaining to this bulletin, please contact the Voucher Control Manager at (217) 782-3608. A copy of Travel Update #03-08 is available at www.state.il.us/cms/employee/travel/tu03-08.htm. Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at www.ioc.state.il.us/office/rl.cfm.