

MONTANA OPERATIONS MANUAL		Vol.	Year	No.
	Management Memo Number	1	- 05	- 1
MANAGEMENT MEMO	Date Issued	12/3/04		
	Date Effective	01/01/05		
SUBJECT:	PERSONAL CAR/AIRPLANE MILEAGE RATES			

TO: All State Agencies

FROM:  Steve Bender, Acting Director
Department of Administration

This memo updates the information contained in Management Memo 1-04-1 dated 12/5/03. Please remove Management Memo 1-04-1 from your manual.

Reimbursement for personal car mileage driven in connection with State business is currently 40.5 cents per mile as of **January 1, 2005**. In order to claim reimbursement at 40.5 cents, the State employee must qualify according to Section 1-0310.30 of the Employee Travel Policy in the Montana Operations Manual.

If qualification is not met according to the above section, **and** approval is obtained from the Director of your Department to use your personal car, the new rate is **19.5** cents per mile (as opposed to the old rate of 17.94 cents per mile). The effective date for this new rate is **January 1, 2005**.

The reimbursement rate for private airplane usage will be 81 cents per nautical mile (see MCA 2-18-503(4)) effective **January 1, 2005**.

These increases are authorized by MCA Section 2-18-503 and are made in conjunction with official notification of increase by the Internal Revenue Service. Questions should be directed to the Accounting Bureau at 444-3092.