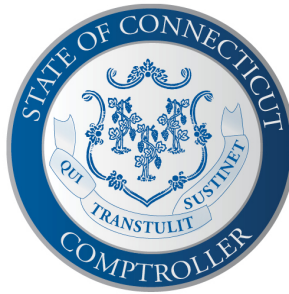


**KEVIN LEMBO**  
STATE COMPTROLLER



**MARTHA CARLSON**  
DEPUTY COMPTROLLER



STATE OF CONNECTICUT  
OFFICE *of the* STATE COMPTROLLER  
165 Capitol Ave.  
Hartford, CT 06106

**MEMORANDUM NO. 2021-02**

**January 20, 2021**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Chief Administrative and Fiscal Officers, Business Managers, Payroll and Human Resources Officers

**Subject:** **Standard Mileage Rate Impact on the Reportability of Mileage Reimbursements**

**I. AUTHORITY**

The Internal Revenue Service has announced that the **standard mileage rate** for business use of an automobile has been decreased to **56 cents** per mile effective January 1, 2021. The rate for moving expense purposes has been suspended. The standard mileage rate is used as a criterion for determining the W-2 reportability of mileage reimbursements made to employees for the business use of their personal vehicles. The excess of an employee's mileage payment reimbursed at a rate higher than the standard mileage rate of 56 cents per mile is reportable. **The standard mileage rate should not be confused with the GSA rate, which is currently 57.5 cents.**

**II. PAYROLL PROCEDURES**

The CO-17XP-PR, Employee Payroll Reimbursement form is to be completed when reimbursing an employee for mileage. The payment is processed through the Active and Pension Payroll Services Division.

**A.** Payroll coding information for **non-reportable** mileage payments is as follows: earnings code NRM, Account 50800.

**B.** Payroll coding information for **reportable** mileage payments is as follows: earnings code MIL, Account 50800.

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**III. QUESTIONS**


Questions may be directed to the Comptroller's Office as follows:

**Payroll Procedures:**

Active and Pension Payroll Services Division, 860-702-3447;

**Memorandum Interpretation:**

Central Accounts Payable, Policy and Security Unit, [elizabeth.l.daly@ct.gov](mailto:elizabeth.l.daly@ct.gov).

DocuSigned by:  
  
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**KEVIN LEMBO  
STATE COMPTROLLER**

**KL:ED**