

**ALABAMA WORKFORCE INVESTMENT SYSTEM**

**Alabama Department of Commerce  
Workforce Development Division  
401 Adams Avenue  
Post Office 304103  
Montgomery, Alabama 36130-4103**

**GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2014-16, Change No. 10**

**SUBJECT:** *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual*

**1. Purpose.** This Directive transmits a revised page for the July 2016 edition of the Governor's *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual*.

**2. Discussion.** Effective January 1, 2022, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state increased to 58.5 cents per mile. Subsequently, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state increased to 62.5 cents per mile effective July 1, 2022. The rate of 58.5 cents per mile is in effect for reimbursement of travel during the months of January 1, 2022 through June 30, 2022. The rate of 62.5 cents per mile is in effect for reimbursement of travel from July 1, 2020 through the end of the year. A copy of the State Comptroller's announcements are attached for reference. This change necessitates a revision to the *Statewide WIOA Fiscal Procedures Manual* Section VIII – Page 6 of 13.

**3. Action.** Please replace the existing page in the *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual* with the following revised page:

**VIII – Page 6A of 13                      (Revised 01/22)  
VIII – Page 6B of 13                      (Revised 07/22)**

**4. Contact.** Any questions regarding this Directive should be referred to Kivondra Rivers, Workforce Development Division, State Programs and Divisional Budget Management Section at (334) 242-5428 or [kivondra.rivers@commerce.alabama.gov](mailto:kivondra.rivers@commerce.alabama.gov).

*tammy wilkinson*                      07/21/2022  
**Tammy Wilkinson, WD Division Director  
Alabama Department of Commerce**

Attachments



Kay Ivey  
Governor

Bill Poole  
Finance Director

STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2602  
Telephone (334) 242-7063 Fax (334) 353-0442  
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Kathleen D. Baxter, PhD, CGFM, CPM  
State Comptroller

Michael G. Hudson, CGFM  
Deputy State Comptroller

To: All State Agencies  
All Chief Fiscal Officers

From: Kathleen D. Baxter  
State Comptroller

Date: December 17, 2021

Subject: Travel Mileage Rate for 2022

Effective January 1, 2022, the mileage rate paid to persons traveling in privately owned vehicles on official business for the State will increase to 58.5 cents per mile. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Code of Alabama 1975, 36-7-22, as amended, which became effective October 1, 1999. This code section sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. Therefore, mileage reimbursement for travel on or after January 1, 2022, will be calculated at the new rate of 58.5 cents per mile.

When calculating the amount reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 58.5 cents (Example: 111 miles x .585 = \$64.94). Should you have any questions concerning this directive, please contact the Accounts Payable HOTLINE at 334-242-4444 or email travel questions to [travel@comptroller.alabama.gov](mailto:travel@comptroller.alabama.gov).

KDB/lrb



Kay Ivey  
Governor

Bill Poole  
Finance Director

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Kathleen D. Baxter, PhD, CGFM, CPM  
State Comptroller

Michael G. Hudson, CGFM  
Deputy State Comptroller

TO: All State Agencies  
All Chief Fiscal Officers

FROM: Kathleen D. Baxter  
State Comptroller 

DATE: June 10, 2022

SUBJECT: Updated Travel Mileage Rate for 2022

Effective July 1, 2022, the mileage rate paid to persons traveling in privately owned vehicles on official business for the State will increase to 62.5 cents per mile. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Code of Alabama 1975, 36-7-22, as amended, which became effective October 1, 1999. This code section sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. Therefore, mileage reimbursement for travel on or after July 1, 2022, will be calculated at the new rate of 62.5 cents per mile.

When calculating the amount reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 62.5 cents (Example: 111 miles x .625 = \$69.38). Any mileage prior to July 1, 2022, should be on a separate travel statement for this reason. Should you have any questions concerning this directive, please contact the Accounts Payable HOTLINE at 334-242-4444 or email travel questions to [travel@comptroller.alabama.gov](mailto:travel@comptroller.alabama.gov).

KDB/l sb