

Alabama Department of Workforce
401 Adams Avenue
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Montgomery, Alabama 36130-4103

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2014-16, Change 13

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, 2025, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state is 70 cents per mile. A copy of the State Comptroller's announcement is 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 6 of 13 (Revised 01/25)

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.

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**Tammy Wilkinson, WD Division Director
Alabama Department of Workforce**

Attachments



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

MEMORANDUM

To: All State Agencies
All Chief Fiscal Officers

From: Kathleen D. Baxter
State Comptroller 

Date: December 26, 2024

Subject: Travel Mileage Rate for 2025

Effective January 1, 2025, the mileage rate paid to persons traveling in privately owned vehicles on official business for the State will increase to 70 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, 2025, will be calculated at the new rate of 70 cents per mile.

When calculating the amount reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 70 cents (Example: 110 miles x .70 = \$77.00). 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.

KDB/lb