

Larry Hogan, *Governor*  
Boyd K. Rutherford, *Lt. Governor*



Pete K. Rahn, *Secretary*  
Gregory C. Johnson, P.E., *Administrator*

**MEMORANDUM**

**TO:** Deputy Administrators  
District Engineers, Directors  
Assistant District Engineers-Construction  
Regional Construction Engineers  
Area Engineers  
Consulting Firms for CM/CI Contracts

**FROM:** Margaret B Martin, PE  
Deputy Director, Field Operations  
Office of Construction

A handwritten signature in blue ink that reads 'Margaret B Martin' is written over the printed name in the 'FROM' field.

**DATE:** January 26, 2016

**SUBJECT:** Construction Directive 07220.100.29 (Revised)  
Standard Travel Regulations

The Standard Travel Regulations have been revised to reflect a recently approved decrease for Fleet and Travel Rates for Calendar Year 2016 by the Maryland Department of Budget and Management. The reimbursement rate to State employees who use their personal vehicles on authorized State business will decrease January 1, 2016, to **54.0 cents per mile (\$0.54/mi)**.

Due to the recent private mileage rate decrease, all mileage reimbursement requests for calendar 2015 will no longer be recorded in the job mileage field. Mileage reimbursement requests submitted after January 1, 2016 for calendar year 2015 will need to be recorded in the miscellaneous field for the requested mileage amount, i.e., December 7, 2015, 150 miles should be entered as \$86.25 in the miscellaneous field with the description, "**150 miles XYZ meeting**". Mileage reimbursement requests for calendar year 2016 will be recorded as normal in the job mileage field.

If you are charging your mileage to more than one contract, you need to make sure that when you total the amounts in the "07 Card Type" portion of the form, it equals the amount in the STATEMENT TOTAL above.

A sample expense statement is attached to the Directive.

Please replace your current Directive with the attached revision. If you have any questions regarding this revision, please contact Veronica Piskor, Chief, Construction Support Services, OOC, at 443-572-5202.

**cc:** Steven Marciszewski  
Okey I. Odinammadu  
Peggy Schafer  
Veronica Piskor  
Diane Rathman  
Robert Guston