

FEDERAL AVIATION ADMINISTRATION  
January 9, 2003

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY  
AMENDMENT 20

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Privately Owned Vehicle Mileage Reimbursement Rates for Travel During Calendar Year 2003.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to establish the mileage reimbursement rates for use of privately owned vehicles for travel during calendar year 2003. This amendment is intended to provide equitable reimbursement of travel expenses incurred while performing official travel.
2. **When are these revisions effective?** The revisions are effective January 1, 2003.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.** On January 7, 2003, the General Services Administration (GSA) issued Federal Travel Regulation (FTR)(41 CFR Subtitle F) Amendment 112, which decreased the mileage reimbursement rate for operating a privately owned automobile while on official business from 36.5 cents per mile to 36.0 cents per mile. The amendment also decreased the mileage reimbursement rate for operating a privately owned airplane while on official business from 97.5 cents per mile to 95.5 cents per mile. The mileage rate for operating a privately owned motorcycle while on official business decreased from 28 cents per mile to 27.5 cents per mile. FAA continues to follow the GSA mileage reimbursement rates for use of a privately owned vehicle, so this amendment makes the changes to conform with the FTR.
5. **What are the revisions in this document?** This document amends the FAATP as follows:
  - a. Section 301-10.304 is revised by amending the chart to read as follows:

<b>For use of a...</b>	<b>The mileage reimbursement rate is...</b>
Privately-owned airplane,	95.5 cents per mile.
Privately-owned automobile,	36 cents per mile.
Privately-owned motorcycle,	27.5 cents per mile.

6. **Why did we make the revisions in this document?** As follows:

- a. Section 301-10.304 is revised to establish the new mileage reimbursement rates set by GSA in FTR Amendment 112.

7. **What pages must I change in my looseleaf FAATP?**

<b>You must remove:</b>	<b>And replace with:</b>
Pages 10-27 through 10-28 of Part 301-10;	Pages 10-27 through 10-28 of Part 301-10.



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