

FEDERAL AVIATION ADMINISTRATION  
December 31, 2003

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY  
AMENDMENT 21

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 2004.

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 2004. 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, 2004.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.** On December 15, 2003, the General Services Administration (GSA) issued Federal Travel Regulation (FTR)(41 CFR Subtitle F) Amendment 2003-06, which increased the mileage reimbursement rate for operating a privately owned automobile while on official business from 36.0 cents per mile to 37.5 cents per mile. The amendment also increased the mileage reimbursement rate for operating a privately owned airplane while on official business from 95.5 cents per mile to 99.5 cents per mile. The mileage rate for operating a privately owned motorcycle while on official business increased from 27.5 cents per mile to 28.5 cents per mile. Additionally, based on updated data for the two-tiered reimbursement rates reflecting costs to an agency of operating a government-furnished vehicle (GFV), the current reimbursement rate for use of a POV when a GFV is authorized decreased from 28.5 cents per mile to 27.0 cents per mile. The current reimbursement rate of 10.5 cents per mile for use of a POV by an employee when committed to use a Government automobile will remain the same. 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:

For use of a...	The mileage reimbursement rate is...
Privately-owned airplane,	99.5 cents per mile.

<b>For use of a...</b>	<b>The mileage reimbursement rate is...</b>
Privately-owned automobile,	37.5 cents per mile.
Privately-owned motorcycle,	28.5 cents per mile.

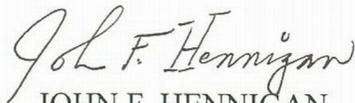
- b. Section 301-10.313(a) is revised by removing the “28.5 cents per mile” phrase and by adding in its place, the phrase “27.0 cents per mile”.

**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 2003-06.
- b. Section 301-313(b) is revised to establish the new mileage reimbursement rate set by GSA in FTR Amendment 2003-06.

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

<b>You must remove:</b>	<b>And replace with:</b>
Pages 10-27 through 10-30 of Part 301-10;	Pages 10-27 through 10-30 of Part 301-10.



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