

FEDERAL AVIATION ADMINISTRATION  
April 2, 1999

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY  
AMENDMENT 4

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

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Mileage Reimbursement for Use of a Privately Owned Vehicle.

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 a new mileage reimbursement rate for use of a privately owned vehicle.
2. **When are these revisions effective?** The revisions are effective April 1, 1999.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
  - a. On March 31, 1999, the General Services Administration (GSA) issued Federal Travel Regulation (FTR) Amendment 78 (64 FR 15630), which establishes a new mileage reimbursement rate of 31 cents per mile for use of a privately owned automobile. This amendment incorporates the FTR mileage reimbursement rates into the FAATP
  - b. The initial FAATP had an incorrect reference relating to POV mileage reimbursement. This amendment corrects that reference.
5. **What are the revisions in this document?** This document amends the FAATP as follows:
  - a. Section 301-10.304 is amended by revising the table to read as follows:

<b>For use of a...</b>	<b>The mileage reimbursement rate is...</b>
Privately-owned airplane,	88 cents per mile.
Privately-owned automobile,	31 cents per mile.
Privately-owned motorcycle,	26 cents per mile.

- b. Section 301-10.313(a) is amended by removing the reference “§ 301-10.303” in the second sentence in the section, and by adding in its place the reference “§ 301-10.304”, and by removing the reference “§ 301-10.304” in the third sentence in the section, and by adding in its place the reference “§ 301-10.305”.

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

- a. Section 301-10.304 is amended to reflect the new mileage reimbursement rate established in the FTR for use a privately owned automobile.
- b. Section 301-10.313(a) is amended to correct the cross references.

A handwritten signature in black ink, appearing to read 'Carl B. Schellenberg', with a long horizontal flourish extending to the right.

**CARL B. SCHELLENBERG**  
Assistant Administrator for  
Financial Services/  
Chief Financial Officer