



Alabama Department of Environmental Management  
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January 5, 2018

MEMORANDUM

TO: Alabama Tank Trust Fund Approved Response Action Contractors

FROM: Dorothy S. Malaier, Chief *DSM*  
UST Corrective Action State and Federal Funds Section

RE: **New Mileage Rate Effective January 1, 2018**

Effective January 1, 2018, the mileage rate reimbursed under the Alabama Tank Trust Fund will increase to a maximum of 54.5 cents per mile for travel expenses occurring on or after **January 1, 2018**. This is in accordance with the federal mileage reimbursement rate which has been revised effective January 1, 2018. Cost Proposals submitted on or after January 1, 2018, can include mileage rates of up to 54.5 cents per mile.

When travel occurs in 2018 but the funding was approved on a cost proposal prior to January 1, 2018, the contractor can charge, at a maximum, the new 54.5 cents per mile rate for that 2018 travel event. Reimbursement requests for travel occurring prior to January 1, 2018 should adhere to the maximum allowable mileage rate allowed for that time period.

The Trust Fund Contractor vehicle mileage rate is entered directly into the "Mileage Rate" field under the Travel section of Form B and the drilling device mileage rate is entered directly into the "Mileage Rate" field on Form C on the Unit Rate Cost Proposal and Payment Request forms.

Should there be any questions regarding this rate revision, please contact the ADEM UST Corrective Action Section project manager for the specific UST release incident in question, or you can contact me at (334)270-5613 or John Dean at (334)271-7846.

DSM/qv

Cc: Pam Cousins, Fiscal  
Sonja Massey, Chief, Groundwater Branch

