



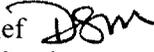
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January 6, 2016

MEMORANDUM

TO: Alabama Tank Trust Fund Approved Response Action Contractors

FROM: Dorothy S. Malaier, Chief 
UST Corrective Action Section

RE: **New Mileage Rate Effective January 1, 2016**

Effective January 1, 2016, the mileage rate reimbursed under the Alabama Tank Trust Fund will be reduced to a maximum of 54 cents per mile for travel expenses occurring on or after **January 1, 2016**. This is in accordance with the reduction of the federal mileage reimbursement rate which has been revised effective January 1, 2016. Cost Proposals submitted on or after January 1, 2016, can include mileage rates of up to 54 cents per mile.

When travel occurs in 2016 but the funding was approved on a cost proposal prior to January 1, 2016, the contractor can charge, at a maximum, the new 54 cents per mile rate for that 2016 travel event. Reimbursement requests for travel occurring prior to January 1, 2016 should adhere to the maximum allowable mileage rate allowed for that time period.

The current mileage rate for the drill rig mobilization/demobilization can be modified on the Alabama Tank Trust Fund Unit Rate Cost Proposal and Payment Request forms by selecting the "Maximum Allowable Rates" category on the Main Tab. Under the "Drilling" heading, the "mileage rate per mile" value can be adjusted which will in turn adjust the total amount allowed for mobilization and demobilization. Changing the mileage rate per mile value will automatically change the rates on form C of the Unit Rate Cost Proposal and Payment Request forms.

The Trust Fund Contractor vehicle mileage rate is entered directly into the "Mileage Rate" field under the Travel section of Form B 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: Jerry Moore, Fiscal
Sonja Massey, Chief, Groundwater Branch

