

Constance Holloway, Esq.
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Carolyn Benzon
General Counsel
Janet Brock Priest
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TO: Executive Directors, DSN Boards, Chief Executive Officers, Contracted Service Providers; Chief Financial Officers; Chief Financial Officers of DSN Boards; and Chief Financial Officers of Private Providers; and SCDDSN Agency-Wide Staff

FROM: Mary Long, Interim Chief Financial Officer 

DATE: December 30, 2024

RE: Mileage Rate Change (Effective January 1, 2025)

Please review the attached notification from the Office of the Comptroller General's Office regarding the 2025 mileage reimbursement rate.

All of your policies and forms should be updated. It is important to note that this is the MAXIMUM rate you can reimburse for mileage. Any amount in excess of this is considered taxable income and must be reported on the employee's W-2.

Also, as an agency, you can make the decision to reimburse 'less than' the standard mileage rate. However, if you make the decision to pay something other than the rate in the attached memo, you must update your agency's internal policies, as this information will be necessary to provide to internal audit.

Please disseminate information within your agency as appropriate.

Thank you.



BRIAN J. GAINES
COMPTROLLER GENERAL

State of South Carolina
Office of Comptroller General

1200 Senate Street
305 Wade Hampton Office Building
Columbia, South Carolina 29201

Telephone: (803) 734-2121
Fax: (803) 734-1765
E-Mail: cgooffice@cg.sc.gov

MEMORANDUM

TO: Agency Finance Directors
FROM: Michael Moore, CPA
Deputy Comptroller General
SUBJECT: 2025 Mileage Rate Change
DATE: December 20, 2024

The General Appropriations Act provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service. Beginning on January 1, 2025, the Internal Revenue Service rate will be 70 cents per mile ([IRS Notice 2025-5](#)). Reimbursement for trips taken on or after January 1, 2025, will be at the rate of 70 cents per mile.

As a reminder, the same proviso in the General Appropriations Act also directs a reimbursement rate of 4 cents per mile less than the standard business mileage rate when an employee chooses to use his or her personal vehicle when a motor pool vehicle is reasonably available. This rate will change to 66 cents per mile for reimbursement for trips taken on or after January 1, 2025.

If you have any questions regarding this matter, please contact Jennifer Hairston at jhairston@cg.sc.gov or 803-734-2540.