

To all:

Please review the below email information that was distributed in reference to the Judiciary mileage reimbursement rate. The new rate, .545 cents per mile, should be used for all travel after January 1, 2018. The previous rate of .535 cents per mile can still be used for outstanding reimbursement requests for mileage prior to January 1, 2018. As needed, separate forms will be required to capture the different rates. (Both forms can be found on the Courtnet travel site – link below.)

<http://www.courts.state.md.us/administration/travel.html>



**ADMINISTRATIVE  
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GOVERNMENT RELATIONS & PUBLIC AFFAIRS  
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JUDICIAL COLLEGE OF MARYLAND  
**OPERATIONS**  
PROGRAMS

January 2, 2018

To All Judiciary Employees:

The Internal Revenue Service has increased the mileage reimbursement rate for business use of a privately-owned vehicle from .535 cents to .545 cents per mile effective January 1, 2018. The Maryland Department of Budget and Management and the Maryland Judiciary are also using the new rate. Therefore, effective January 1, 2018, please use .545 cents per mile for mileage reimbursement for all business travel occurring after January 1, 2018. The previous rate of .535 cents should be used for any business mileage reimbursement requests for travel prior to January 1, 2018. An updated form with the new rate has been placed on CourtNet.

If you have any questions regarding this change, please feel free to contact me.

Thank you,  
Tammy

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