

	WATER RESOURCES DIVISION POLICY AND PROCEDURE		DEPARTMENT OF ENVIRONMENTAL QUALITY
Original Effective Date: October 1, 2008	Subject: Grant Administration - Allowable Mileage Rate for Grants		Category: <input type="checkbox"/> Internal/Administrative <input checked="" type="checkbox"/> External/Non-Interpretive <input type="checkbox"/> External/Interpretive
Revised Date:	Program Name: Groundwater Discharge Permits Program		Type: <input checked="" type="checkbox"/> Policy
Reformatted Date: February 11, 2014	Surface Water Quality Program Water Resources Program		<input type="checkbox"/> Procedure <input type="checkbox"/> Policy and Procedure
	Number: WRD-028	Page: 1 of 1	

A Department of Environmental Quality (DEQ) Policy and Procedure cannot establish regulatory requirements for parties outside of the DEQ. This document provides direction to DEQ staff regarding the implementation of rules and laws administered by the DEQ. It is merely explanatory; does not affect the rights of, or procedures and practices available to, the public; and does not have the force and effect of law.

Note: This policy was previously numbered as GA 10.

ISSUE: This policy defines what constitutes an acceptable mileage rate for grants issued by the Water Resources Division (WRD).

DEFINITIONS: For the purpose of this policy, the "IRS mileage rate" is the "standard mileage rate for the use of a car (including vans, pickups, or panel trucks) for business miles driven" as determined by the U.S. Internal Revenue Service (IRS). The IRS rate typically is determined on a calendar year basis and is available prior to the beginning of a calendar year.

POLICY: Grantees will be reimbursed at a mileage rate no higher than the IRS mileage rate current at the time costs were incurred.

WRD staff will notify current grantees of changes to the IRS mileage rate.

If the IRS mileage rate increases, grantees may adjust the contract mileage rate as higher rates become effective; however, additional grant funds will not be made available to cover the higher rate.

If the IRS mileage rate decreases, grantee must adjust the contract mileage rate downward to no higher than the new IRS mileage rate.

Changes to the mileage rate in and of themselves will not require either a Notice of Change or a Contract Amendment.

While grantees may pay mileage at a higher rate, should they so choose, the total amount of the combined grant and match charges for this line item cannot exceed the amount determined by using the current IRS rate.

DIVISION CHIEF APPROVAL:



William Creal, Chief
Water Resources Division