

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
ACCOUNTING DEPARTMENT
MEMORANDUM**

DATE: December 28, 2016
TO: All CVUSD Employees
FROM: Susan Tucker, Director, Fiscal Services
SUBJECT: Policy Manual – IRS Mileage Rate

The IRS mileage rate is \$0.535 as of January 1, 2017.

According to district policy, **\$0.535** will be the current reimbursable mileage rate for Conejo Valley Unified School District employees.

Mileage reimbursement requests **MUST** be submitted within the following parameters with the exception if your quarterly request is \$20.00 or less you may consolidate the amount in the following quarter.

<u>AUTO USE DATES</u>	<u>PURCHASE REQ DUE DATE</u>
July – September	November 15
October – December	February 15
January – March	May 15
April – June	July 15

If you have any questions, please call Maria Odell at extension 272.