

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

DATE: December 18, 2017  
TO: All CVUSD Employees  
FROM: Susan Tucker, Director, Fiscal Services  
SUBJECT: Policy Manual – IRS Mileage Rate

The IRS mileage rate is \$0.545 as of January 1, 2018.

According to district policy, **\$0.545** 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 TO FISCAL</u>
July – September	October 15
October – December	January 15
January – March	April 15
April – June	July 15

If you have any questions, please call Susan Tucker at extension 235.