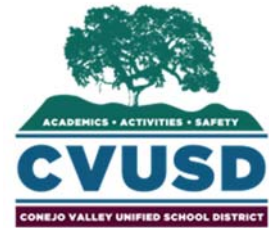


Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Deputy Superintendent, Business Services



TO: All CVUSD Employees
FROM: Susan R. Tucker, Director, Fiscal Services
DATE: December 14, 2018
SUBJECT: **POLICY MANUAL – IRS MILEAGE RATE**

The IRS mileage rate is \$0.58 as of January 1, 2019.

According to district policy, **\$0.58** 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.