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Deputy Superintendent, Business Services



TO: All CVUSD Employees  
FROM: Susan R. Tucker, Director, Fiscal Services  
DATE: January 2, 2020  
**SUBJECT: POLICY MANUAL – IRS MILEAGE RATE**

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The IRS mileage rate is \$0.575 as of January 1, 2020.

According to district policy, **\$0.575** 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 7510.

# FISCAL REPORT

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PUBLICATION DATE: JANUARY 10, 2020

## By the Way . . . IRS Announces Standard Mileage Rates for 2020

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Beginning January 1, 2020, the mileage reimbursement rate for business travel is 57.5¢ per mile (down from 58¢ in 2019).

For more information, please see [Notice 2020-05](#), posted by the Internal Revenue Service on December 31, 2019.