

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: January 4, 2022
SUBJECT: **POLICY MANUAL – IRS MILEAGE RATE**

As of January 1, 2022, the reimbursable mileage rate for Conejo Valley Unified School District employees is **\$0.585**.

For your convenience and consistency, please use the standardized mileage chart listing the miles to and from all district sites when entering your mileage on the mileage reimbursement form. The chart is attached to this memo and can also be found on the [Fiscal Services webpage](#).

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.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT - STANDARDIZED MILEAGE CHART

DISTRICT LOCATION	Acacia	Aspen	Banyan	Century / Ind Study	City Center	Colina	Conejo Elementary/OCLM	Waverly (CVAE)	CVHS	Cypress	DEC	DOC	EARTHSS	Glenwood	Ladera	Lang	Los Cerritos	Madrona	Maple	NPHS	Redwood	Sequoia	Sycamore	TOHS	Walnut	Weathersfield	Westlake Elem	WHS	Westlake Hills	Wildwood	UC
Acacia	0	1	6.6	1.7	3.1	2.6	3.3	1.5	1.8	7.1	1.7	4	4.7	1.1	2.9	3.9	3.3	1.1	6.1	6.1	0.5	5.1	8.4	2	5.3	2.8	7.5	6	4.5	2.4	2.6
Aspen	1	0	6.7	1.3	4.5	3.6	4.3	1.9	2.2	7.1	4	2.2	4.8	2.1	3.2	4.5	3.5	0.9	6.1	6.3	0.6	5.2	8.4	2.4	5.4	3	7.9	6.9	5.5	2	2.2
Banyan	6.6	6.7	0	7.7	8.1	7.5	8.3	8	8.1	1.7	8.1	3.8	3.2	7.5	9.2	10.5	9.6	6.1	1.5	2.2	6.3	2.6	2.3	8.4	2.7	9	7.2	9.9	9	7.6	8
Century / Ind Study	1.7	1.3	7.7	0	4.5	3.8	4.3	1.3	2.2	8.1	2.2	5.1	5.8	2.2	2.1	3.5	2.4	1.9	7.1	7.3	2.1	6.2	9.4	1.2	6.4	1.9	7.9	6.9	5.5	1.5	1.4
City Center	3.1	4.5	8.1	4.5	0	1.1	0.4	3.7	2.8	8.2	2.8	5.4	6	2.7	4.5	4	2.9	4.4	7.2	7.4	4	6.3	9.6	4.5	6.5	5.3	3.5	2.2	1.5	5.8	5.4
Colina	2.6	3.6	7.5	3.8	1.1	0	0.7	2.9	2	7.9	2.1	4.9	5.6	2	3.8	3.3	2.2	3.4	6.9	7.2	2.8	6	9.3	3.8	6.2	4.6	4.5	3.4	1.9	5.1	3.8
Conejo Elementary/OCLM	3.3	4.3	8.3	4.3	0.4	0.7	0	3.3	2.3	8.7	2.8	5.7	6.4	2.8	4.1	3.6	2.5	4.6	7.7	7.9	3.6	6.5	10	4.2	7	4.9	3.8	2.9	1.4	5.5	4.3
Waverly (CVAE)	1.5	1.9	8	1.3	3.7	2.9	3.3	0	1.2	9.2	1.2	6.2	6.2	1	1.3	2.6	1.6	2.7	8.2	8.4	2	6.6	11	1.1	6.8	1.9	6.9	5.9	4.4	2.6	1.9
CVHS	1.8	2.2	8.1	2.2	2.8	2	2.3	1.2	0	9.1	0	6	6.4	1	2.2	2.5	1.6	2.7	8.1	8.3	2.2	7.1	10.4	2	6.9	2.8	6	4.7	3.4	3.3	2.2
Cypress	7.1	7.1	1.7	8.1	8.2	7.9	8.7	9.2	9.1	0	8.6	3.3	2.5	7.7	9.3	10.7	10	6.2	0.9	1.6	6.4	2	3.2	8.5	2.2	9.2	8.8	10	9.2	7.8	8.1
DEC	1.7	4	8.1	2.2	2.8	2.1	2.8	1.2	0	8.6	0	6.3	7	1.8	3.2	2.9	1.8	3.8	9.5	9	3	7.4	10.7	2.9	7.6	3.7	5.9	4.6	3.3	4.2	2.8
DOC	4	2.2	3.8	5.1	5.4	4.9	5.7	6.2	6	3.3	6.3	0	1	4.9	6.6	8.5	7.3	3.5	2.3	2.5	3.7	1.3	4.7	5.8	1.5	6.5	8.9	7.9	7.1	5	5.4
EARTHSS	4.7	4.8	3.2	5.8	6	5.6	6.4	6.2	6.4	2.5	7	1	0	5.3	7	8.4	7.7	3.9	1.7	2	4.1	0.7	4.1	6.2	1.7	6.9	8.7	7.7	6.9	5.5	6.1
Glenwood	1.1	2.1	7.5	2.2	2.7	2	2.8	1	1	7.7	1.8	4.9	5.3	0	2.2	3.2	2.5	2	6.9	7	1.4	6	9.3	2	6.2	2.8	6.5	5.5	4.3	3.3	2.7
Ladera	2.9	3.2	9.2	2.1	4.5	3.8	4.1	1.3	2.2	9.3	3.2	6.6	7	2.2	0	1.8	1.7	3.5	9.5	9	3.2	7.7	11.9	1.3	7.9	1.3	7.9	6.7	5.3	2.3	1.3
Lang	3.9	4.5	10.5	3.5	4	3.3	3.6	2.6	2.5	10.7	2.9	8.5	8.4	3.2	1.8	0	1.3	5.4	10.3	10.5	4.5	9.3	12.6	3.2	9.5	2.6	7.4	6	4.8	4.2	3.2
Los Cerritos	3.3	3.5	9.6	2.4	2.9	2.2	2.5	1.6	1.6	10	1.8	7.3	7.7	2.5	1.7	1.3	0	4.2	9.3	9.5	3.5	8.4	11.5	2.3	8.6	2.5	6.3	5.1	3.7	3.7	2.9
Madrona	1.1	0.9	6.1	1.9	4.4	3.4	4.6	2.7	2.7	6.2	3.8	3.5	3.9	2	3.5	5.4	4.2	0	5.5	5.7	0.5	4.6	7.8	2.8	4.8	3.3	7.8	6.8	6	1.9	2.3
Maple	6.1	6.1	1.5	7.1	7.2	6.9	7.7	8.2	8.1	0.9	9.5	2.3	1.7	6.9	9.5	10.3	9.3	5.5	0	1.4	5.5	1.1	3	7.5	1.3	8.2	8.6	9	8.2	6.8	7.5
NPHS	6.1	6.3	2.2	7.3	7.4	7.2	7.9	8.4	8.3	1.6	9	2.5	2	7	9	10.5	9.5	5.7	1.4	0	5.9	1.4	3	8	0.8	8.7	9.3	9.5	8.7	7.3	7.7
Redwood	0.5	0.6	6.3	2.1	4	2.8	3.6	2	2.2	6.4	3	3.7	4.1	1.4	3.2	4.5	3.5	0.5	5.5	5.9	0	4.8	8	2.3	5	3.1	7.3	6.2	4.8	2.1	2.5
Sequoia	5.1	5.2	2.6	6.2	6.3	6	6.5	6.6	7.1	2	7.4	1.3	0.7	6	7.7	9.3	8.4	4.6	1.1	1.4	4.8	0	3.6	6.5	1.1	7.2	9	8	7.2	5.8	6.5
Sycamore	8.4	8.4	2.3	9.4	9.6	9.3	10	10.8	10.4	3.2	10.7	4.7	4.1	9.3	11.9	12.6	11.5	7.8	3	3	8	3.6	0	9.9	3.6	10.6	9.5	11.4	10.6	9.2	9.8
TOHS	2	2.4	8.4	1.2	4.5	3.8	4.2	1.1	2	8.5	2.9	5.8	6.2	2	1.3	3.2	2.3	2.8	7.5	8	2.3	6.5	9.9	0	6.8	1.4	7.4	6.5	5	2.1	1.1
Walnut	5.3	5.4	2.7	6.4	6.5	6.2	7	6.8	6.9	2.2	7.6	1.5	1.7	6.2	7.9	9.5	8.6	4.8	1.3	0.8	5	1.1	3.6	6.8	0	7.7	9.4	8.5	7.7	6.3	6.7
Weathersfield	2.8	3	9	1.9	5.3	4.6	4.9	1.9	2.8	9.2	3.7	6.5	6.9	2.8	1.3	2.6	2.5	3.3	8.2	8.7	3.1	7.2	10.6	1.4	7.7	0	8.5	7.6	6.1	2.2	1.2
Westlake Elem	7.5	7.9	7.2	7.9	3.5	4.5	3.8	6.9	6	8.8	5.9	8.9	8.7	6.5	7.9	7.4	6.3	7.8	8.6	9.3	7.3	9	9.5	7.4	9.4	8.5	0	2.7	3.4	9.4	8.8
WHS	6	6.9	9.9	6.9	2.2	3.4	2.9	5.9	4.7	10	4.6	7.9	7.7	5.5	6.7	6	5.1	6.8	9	9.5	6.2	8	11.4	6.5	8.5	7.6	2.7	0	2.4	8.6	7.5
Westlake Hills	4.5	5.5	9	5.5	1.5	1.9	1.4	4.4	3.4	9.2	3.3	7.1	6.9	4.3	5.3	4.8	3.7	6	8.2	8.7	4.8	7.2	10.6	5	7.7	6.1	3.4	2.4	0	6.6	6.1
Wildwood	2.4	2	7.6	1.5	5.8	5.1	5.5	2.6	3.3	7.8	4.2	5	5.5	3.3	2.3	4.2	3.7	1.9	6.8	7.3	2.1	5.8	9.2	2.1	6.3	2.2	9.4	8.6	6.6	0	1.2
University Center	2.6	2.2	8	1.4	5.4	3.8	4.3	1.9	2.2	8.1	2.8	5.4	6.1	2.7	1.3	3.2	2.9	2.3	7.5	7.7	2.5	6.5	9.8	1.1	6.7	1.2	8.8	7.5	6.1	1.2	0

LEGEND	
CVAE:	Conejo Valley Adult Education
DEC:	District Educational Center
DOC:	District Operations Center / Maintenance
Ind Study:	Independent Study
Lang:	Lang Ranch Elementary / SHINE Home School
NPHS:	Newbury Park High School
OCLM:	Open Classroom Leadership Magnet
TOHS:	Thousand Oaks High School
Westlake Elem:	Westlake Elementary
WHS:	Westlake High School
UC:	University Center

*NOTE: ALL MILEAGE IS ONE-WAY