

INFORMATION CIRCULAR NO. 504

Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 18, 2015
To: All Employees
Subject: MILEAGE REIMBURSEMENT RATE
**Department and/or
Persons Concerned:** All Employees
Reference: None

Brief Explanation:

Effective January 1, 2016, the Internal Revenue Service standard mileage reimbursement rate will decrease to .54 cents per mile. In agreement with the employee union contracts and the past practice of the district, the district mileage reimbursement rate for district business travel will also decrease to .54 cents per mile, effective January 1, 2016.

Reimbursable district mileage does **not** include commuting between home and the workplace. Questions concerning this circular should be referred to Nancy Monaghan, Accounts Payable Manager, at (619) 725-7756.

Jodie Macalos
Controller

APPROVED:



Jenny Salkeld
Chief Financial Officer

JS:vb

Distribution: List G