

**INFORMATION CIRCULAR NO. 503**

Office of the Chief Business Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 26, 2018  
**To:** All Employees  
**Subject:** MILEAGE REIMBURSEMENT RATE  
**Department and/or  
Persons Concerned:** All Employees

**Brief Explanation:**

Effective January 1, 2018, the Internal Revenue Service standard mileage reimbursement rate will increase to 54.5 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 increase to 54.5 cents per mile, effective January 1, 2018.

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

Candi Lukat  
Controller

APPROVED:



Greg Ottinger  
Chief Business Officer

CL:tt

Distribution: List G