

**INFORMATION CIRCULAR NO. 503**

Office of the Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 4, 2017  
**To:** All Employees  
**Subject:** MILEAGE REIMBURSEMENT RATE  
**Department and/or  
Persons Concerned:** All Employees

**Brief Explanation:**

Effective January 1, 2017, the Internal Revenue Service standard mileage reimbursement rate will decrease to 53.5 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 decrease to 53.5 cents per mile, effective January 1, 2017.

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.

Candy Lukat  
Controller

APPROVED:



Patricia Koch  
Interim Chief Financial Officer

PK:tt  
Distribution: List G