



CONEJO VALLEY UNIFIED SCHOOL DISTRICT MEMORANDUM

TO: All CVUSD Employees
FROM: Susan R. Tucker, Director, Fiscal Services
DATE: January 3, 2023
SUBJECT: Policy Manual – IRS Mileage Rate

As of January 1, 2023, the mileage reimbursement rate for District employees is **\$0.655**.

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

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.

Expenses Incurred	Supervisor	Fiscal Services*
July 1 – September 30	October 5	October 15
October 1 – December 31	January 5	January 15
January 1 – March 31	April 5	April 15
April 1 – June 30	July 5	July 15

Requisitions are considered received in Fiscal Services on time if the following criteria are met:

- Direct payment requisition is submitted in ESCAPE.
- Requisition is approved by **ALL** approves noted on the “Approvals” tab.
- Attached support documentation is accurate and complete.

Fiscal Services recommends submitting reimbursements as soon as possible to ensure approvals are granted in ESCAPE and any issues with supporting documents can be resolved prior to the deadline.

***Reimbursement claims received after the above deadline will not be processed.**

If you have any questions, please call Susan Tucker at extension 7510.