SUBJECT: MILEAGE REIMBURSEMENT RATE
EFFECTIVE JANUARY 1, 2013

TO: All Schools and Departments

DATE: January 7, 2013

PREPARED BY: Amari Watkins

DEPARTMENT: Accounting Services

REVIEWED BY: Richard Odegaard

APPROVED: [Signature]

Effective January 1, 2013, the Internal Revenue Service (IRS) reimbursement rate for mileage increases to 56.5 cents per mile. This increases the rate by 1 cent per mile from the 2012 mileage rate of 55.5 cents. This rate is effective until further notice.

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<thead>
<tr>
<th></th>
<th>2013 Mileage Reimbursement</th>
<th>$ 0.565</th>
</tr>
</thead>
<tbody>
<tr>
<td>All District Employees</td>
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Mileage reimbursement form ACC-F004 is available on the district’s intranet in the ISO Form Directory. Please also complete a “Conference/Travel” requisition in ESCAPE Online, which can be found under “Vendor Requisitions,” and reference the requisition number on form ACC-F004.

If you have any questions regarding the rates or the mileage reimbursement form, please contact Irene Garcia, Supervisor, Accounting Services, at Irene@scusd.edu or 643-7893.