



BULLETIN

SUBJECT: **MILEAGE REIMBURSEMENT RATE** **2022-23 NO. BS – 24**
EFFECTIVE JANUARY 1, 2023

TO: All Schools and Departments

DATE: January 9, 2023

PREPARED BY: Nai Saelee, **DEPARTMENT:** Accounting Services
Office Assistant
Fiscal Services

REVIEWED BY: Dawn Nantz, **APPROVED:** *Cindy Tao*
Manager I, Cindy Tao,
Accounting Services Director III,
Accounting Services

Effective January 1, 2023 the Internal Revenue Service (IRS) reimbursement rate for mileage has increased to **65.5** cents per mile. This increases the rate by 3 cents per mile from the midyear July 2022 mileage rate increase of 62.5 cents. This rate is effective until further notice.

All District Employees	2023 Mileage Reimbursement	65.5 cents
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Mileage Reimbursement Form [ACC-F004](#) is available on the district's intranet. Please complete a "Confirming" requisition in Escape Online for mileage reimbursements. If mileage reimbursement is tied to a conference or travel, please complete a "Conference/Travel" requisition in Escape Online. Both requisition types can be found under "Vendor Requisitions." Please also reference the requisition number on the form ACC-F004.

If you have any questions regarding the rates or the Mileage Reimbursement Form, please contact Accounting Services at 643-7894.