

Mark W. McLaughlin, Ed.D.  
Superintendent

Victor P. Hayek, Ed.D.  
Deputy Superintendent, Business Services



TO: All CVUSD Employees

FROM: Susan R. Tucker, Director, Fiscal Services

DATE: June 16, 2022

**SUBJECT: POLICY MANUAL – IRS MILEAGE RATE**

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As of July 1, 2022, the reimbursable mileage rate for Conejo Valley Unified School District employees is **\$0.625**.

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

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.

<b>Expenses Incurred</b>	<b>Supervisor</b>	<b>Fiscal Services*</b>
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 is met:

- Direct payment requisition is submitted in Escape.
- Requisition is approved by **ALL** approvers 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.