Sacramento City Unified School District

SUBJECT: **Mileage ent Rate** **2023-24 NO. BS - 25**

TO:

DATE:

PREPARED BY: Manager II Services **DEPARTMENT:**

REVIEWED BY: Cindy Tao Director III **APPROVED:**

and

Effective January 1, 2024, the Internal Revenue Service (IRS) reimbursement rate for mileage has increased to **67 cents** per mile. This increases the rate by 1.5 cents per mile from 2023. This rate is effective until further notice.

All District Employees	**2024 Mileage Reimbursement**	**67 cents**

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."