



SOUTH HADLEY PUBLIC SCHOOLS
OFFICE OF THE BUSINESS ADMINISTRATOR
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DR. GUS A. SAYER
Superintendent of Schools

CANDICE WALCZAK
Business Administrator

To: Principals
Administrators

From: Candice Walczak, Business Administrator

Re: **Mileage Reimbursement**

Date: July 31, 2008

The IRS increased mileage rates on July 1, so this changes our reimbursement rate from what I had issued in June.

The mileage reimbursement rate for the use of personal vehicles for approved school department business will be increased effective July 1, 2008 to 55.5 cents per mile.

Please be sure that all requisitions and reimbursement forms reflect this increased rate for travel after July 1, 2008.

If you previously submitted any FY09 requisitions and would like to increase them to reflect this higher rate, please send a copy of the applicable purchase order to Janice with a note to increase such. If it's only a small amount of money, you can leave the purchase as is and make the adjustment on the reimbursement request after the trip.

D:corr:Admin:MileageReimburseRateChange-2008