



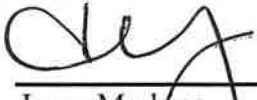
BULLETIN

SUBJECT: Mileage Reimbursement Rate **2024-25 NO. BS - 21**
Effective January 1, 2025

TO: All Departments & School Sites

DATE: January 06, 2025

PREPARED BY: Paola Lopez, Interim **DEPARTMENT:** Accounting Services
Accounts Payable Manager

REVIEWED BY: Cindy Tao **APPROVED:** 
Assistant Superintendent,
Business Services
Janea Marking,
Chief Business and
Operations Officer

Effective January 1, 2025, the Internal Revenue Service (IRS) reimbursement rate for mileage has increased to **70 cents** per mile. This increases the rate by .3 cents per mile from 2024. This rate is effective until further notice.

All District Employees	2025 Mileage Reimbursement	70 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 643-7892 or reference the [2025 IRS Standard Mileage Rates for 2025](#).