

SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** December 4, 2008  
**To:** All Employees  
**Subject:** MILEAGE REIMBURSEMENT RATE  
**Department and/or  
Persons Concerned:** All Employees

**Reference:**

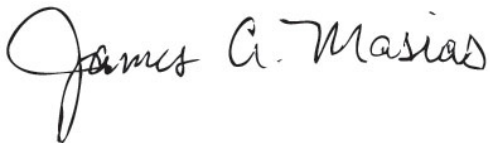
**Brief Explanation:**

Effective January 1, 2009, the Internal Revenue Service standard mileage reimbursement rate will be **DECREASED** from 58.5 cents per mile to 55.0 cents per mile. In agreement with the employee union contracts and the past practice of the district, the district mileage reimbursement rate for district business travel will also be 55.0 cents per mile, effective January 1, 2009.

Reimbursable district mileage does **not** include commuting between home and the workplace. Questions concerning this circular should be referred to Sandy Davis, accounts payable supervisor, at (619) 725-7756.

Ken Leighton, Director  
Accounting Operations Department

APPROVED:



James A. Masias  
Chief Financial Officer

JAM:vb

Distribution: List G