

PROCEDURE FOR MILEAGE REIMBURSEMENT RATE

Effective April 1, 2022, the annual reimbursement rate for authorized and approved use of private motor vehicles will be reviewed and adjusted on January 1 of each year at a level up to, but not exceeding, the Internal Revenue Service (IRS) issued optional standard mileage rate for that calendar year. The District reserves the right to adjust the rate during the calendar year.

Effective January 1, 2025, reimbursement for authorized and approved use of private motor vehicles is 70 cents per mile for any mileage incurred after January 1, 2025. *(This reflects an increase of 0.3 cents from 2024)*

Reimbursement must be requested on the proper Mileage Reimbursement form and reported on a monthly basis.

Cross-References

Policy 6.06	Policy for Reimbursement for Use of Private Automobiles
Policy 6.07	Policy for Use of College-Owned Vehicles
Procedure 6.08	Procedures Governing the Use of College-Owned Vehicles
Procedure 6.08(a)	Authorization for Use of College-Owned Vehicles – Driver Review Record