



January 16, 2019

To: All Employees

From: Monique Barnes, Finance Director

Re: Increase in Mileage Reimbursement Rate for Use of Personal Vehicle Effective
January 1, 2019

The IRS, effective January 1, 2019, has adjusted the mileage reimbursement rate. The Prince George County School Board voted to "mirror" the IRS rate on December 10, 2008.

The mileage reimbursement rate will be \$0.58 (58 cents) for approved use of a personal vehicle for business miles traveled on or after January 1, 2019 (old rate \$0.545 for calendar year 2018).

All related travel reimbursement forms have been updated and are available on our website. Download the forms from the Prince George County Public Schools' website: <http://www.pgs.k12.va.us/> [Documents / Finance & Personnel / Travel Forms]. **HARD COPIES ARE NOT BEING SENT TO SAVE PAPER! PLEASE PRINT FORMS FROM OUR WEB-SITE.**

Please begin using the new form for all travel occurring on or after January 1, 2019.

PLEASE DESTROY ALL OLD VERSIONS OF THE TRAVEL FORMS AFTER YOU HAVE COMPLETED REIMBURSEMENT REQUESTS FOR TRAVEL OCCURRING PRIOR TO DECEMBER 31, 2018. All use of a personal vehicle for business travel must be authorized by Mrs. Renee Williams, Superintendent. Completed travel reimbursement forms are to be submitted to Mrs. Williams for approval, as well.

REMINDER: Meals ARE NOT reimbursable for **one day travel** (meetings or conferences). The IRS considers reimbursement of such meals a taxable fringe benefit. Please contact me with any questions at (804) 733-2700 or mgbarnes@pgs.k12.va.us.

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Request for Travel Reimbursement

Name _____

School _____

Place of Travel _____

From _____ 20____ to _____ 20 _____

Purpose of Travel _____

Type of Transportation _____

Number of Miles Traveled _____

Reimbursement is requested as follows:

Transportation to be paid at 58 cents per mile (*must be approved in advance*). _____

Hotel or Motel (*Bill must be attached.*) _____

Meals (Meals are not reimbursable for one day trips.) _____

Parking _____

Tips _____

Tax _____

Other (explain) _____

Total _____

Signature of Principal _____ Date _____

Signature of Superintendent or Designee _____ Date _____