



January 16, 2018

To: All Employees

From: Becky Hicks, Finance Director

Re: Increase in Mileage Reimbursement Rate for Use of Personal Vehicle
Effective January 1, 2018

The IRS, effective January 1, 2018, 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 \$0.545 (54.5 cents) for **approved** use of a personal vehicle for business miles traveled on or after January 1, 2018 (old rate \$0.535 for calendar year 2017).

All related travel reimbursement forms have been updated and are available on our web-site. Download the forms from the Prince George County Public Schools' web-site: 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, 2018. **PLEASE DESTROY ALL OLD VERSIONS OF THE TRAVEL FORMS AFTER YOU HAVE COMPLETED REIMBURSEMENT REQUESTS FOR TRAVEL OCCURRING PRIOR TO DECEMBER 31, 2016.** All use of a personal vehicle for business travel must be authorized by Dr. Patrick Bingham, Assistant Superintendent for Administration, Personnel & Operations. Completed travel reimbursement forms are to be submitted to Dr. Bingham 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 rhicks@pgs.k12.va.us.

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Request for Travel Reimbursement

Name _____

Address _____

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 .545 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 Assistant Superintendent _____ Date _____