

**INFORMATION CIRCULAR NO. 506**  
Office of the Chief Business Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 1, 2020  
**To:** All Employees  
**Subject:** MILEAGE REIMBURSEMENT RATE - 2020  
**Department and/or  
Persons Concerned:** All Employees

**Brief Explanation:**

Effective January 1, 2020, the Internal Revenue Service standard mileage reimbursement rate will decrease to 57.5 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 decrease to 57.5 cents per mile, effective January 1, 2020.

Reimbursable district mileage does **not** include commuting between home and the workplace. Questions concerning this circular should be referred to Sherrie Shumaker, Accounts Payable Manager at (619) 725-7756.

Jodie Macalos  
Controller

APPROVED:

Debbie Foster  
Executive Director, Finance Division

JM:tt