

Notice 382.01-1-26
FISCAL MANAGEMENT
To: All Administrators and
Bookkeepers
Approved By: David Cline
Contact Person: John Wallingford
January 1, 2009

FISCAL MANAGEMENT

Change in Mileage Reimbursement Rate Effective January 1, 2009

Per Regulation 382.01-1, the rates of reimbursement for meals and mileage will be updated by Notice. This Notice replaces Notice 382.01-1-25 dated July 1, 2008.

Effective January 1, 2009, the standard mileage reimbursement rate for employees will decrease to \$.55 per mile (55 cents) for mileage incurred on/after January 1, 2009.

Claims for mileage reimbursement for travel during the following dates will use the appropriate mileage reimbursement for that time period:

July 1 – December 31, 2008	Mileage rate - \$.585
Effective January 1, 2009	Mileage rate - \$.55

The mileage reimbursement rate for grant programs shall be the rate authorized by the grant, not to exceed the standard mileage rate.

The meal reimbursement rate for overnight travel will remain at \$52.00 per day.

Breakfast	12.00
Lunch	14.00
Dinner	<u>26.00</u>
Total	52.00

Please ensure that your staff is notified of this change in the mileage reimbursement rates.

This Notice will expire on December 31, 2009.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS