

MISSION: The mission of Ritenour School District is to ensure learning occurs in a supportive environment that enables every student to think critically, solve problems and develop the knowledge and skills necessary for success in our diverse, global society.

TO: All District Staff

FROM: Mary Mahn

SUBJECT: New Standard Mileage Reimbursement Rate

DATE: January 5, 2024

Board Policy allows mileage reimbursement to follow IRS guidelines.

The standard mileage reimbursement rate for an employee who uses their own car for business purposes will be .67 cents per mile beginning January 1, 2024.

The mileage reimbursement form is on the Ritenour Webpage under Business Office.

Please remember that all forms submitted to the Business Office for payment must have an original signature from you and your Supervisor.