



# San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

460 Fifth Street | Hollister, California 95023 | (831) 637-5393 | FAX (831) 637-0140

## Memorandum

To: All COE Staff and Rural Schools  
From: Shannon Hansen, Chief Business Official  
Re: 2025 Standard Mileage Rate  
Date: January 6, 2025

A handwritten signature in blue ink, appearing to be "SH", is written over the "From" line of the memorandum.

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The Internal Revenue Service (IRS) has reaffirmed the standard business rate for employees for the use of a personal vehicle; reimbursement rate is \$0.70 per mile effective January 1, 2025.

Reimbursable mileage when travel originates or ends at an employee's residence will be reimbursed at the lesser of the mileage from the residence or from the primary work location.

The reimbursable rates for meals are as follows below:

Breakfast = \$20.00  
Lunch = \$25.00  
Dinner = \$35.00

Itemized receipts must be submitted at time of request for reimbursement.

If you should have any questions, please feel free to contact me by email to [shansen@sbcoe.org](mailto:shansen@sbcoe.org) or by phone at 831-637-5393 x 123.

SH:mmr

Attachment(s)

cc: Krystal Lomanto  
Gina Perry