



HERTFORD COUNTY PUBLIC SCHOOLS

HCPS, serving as a cornerstone of our community, will prepare graduates who are ready to meet the global challenges of education, career, and life.

701 North Martin Street • P.O. Box 158 • Winton, North Carolina 27986 • Phone (252)358-1761 • FAX (252) 358-4745

Memo

To: HCPS Employees

From: Crystal Hoggard
Accounting Technician, Accounts Payable

Date: January 13, 2025

Subject: Travel Reimbursement Rate

Effective January 1, 2025, the Internal Revenue Service (IRS) has increased the business standard mileage rate to 70 cents per mile. The IRS rate is used by Hertford County Public Schools for reimbursement of all travel on official business in a personal vehicle.

- For travel occurring on or after January 1, 2025, compute travel claim reimbursement forms using 70 cents per mile.
- For travel occurring prior to January 1, 2025. Compute travel claim reimbursement forms using 67 cents per mile.