PERRIS UNION HIGH SCHOOL DISTRICT

Memo

To: All PUHSD Employees

From: Dr. Marguerite Williams, Assistant Superintendent, Business Services

Date: March 2, 2026

Re: IRS Mileage Reimbursement for District Travel

This is a reminder that employees who use their personal vehicles for approved district business are eligible for mileage reimbursement at the current IRS standard mileage rate. Effective January 1, 2026, the IRS standard mileage rate is **72.5 cents per mile** for business use of a personal vehicle, an increase of 2.5 cents from 2025.

To receive reimbursement:

- Travel must be pre-approved by your supervisor.
- Reimbursement forms must be submitted within 30 days of travel. Submit either an *Employee Mileage Reimbursement Form* or a *Conference/Travel Expense Claim Form*, as appropriate for the type of travel.

The form must include:

- Date(s) of travel
- Purpose of the trip
- Starting location and destination
- Total miles driven

Please note:

- Commuting from home to your regular work location is not reimbursable.
- When an employee is required to report to a student's home as the starting location, reimbursement is limited to the mileage that exceeds the employee's normal commute to their assigned work site.
- Mileage between district sites during the workday is reimbursable.

Employee Mileage Reimbursement and Conference/Workshop Expense Claim Forms can be found on our website or in informed K12

If you have questions regarding mileage reimbursement procedures, please contact Courtney.goebel@puhsd.org

Thank you for your cooperation