Message Wed, Jan 04, 2017 8:04 AM

From: **Karen Garza**

To: Mis-Purchasing

Subject: Mileage Reimbursement Rate Change

Attachments: CISDMileageForm2017.xls / Microsoft Office Excel 97-2003 Worksheet (157K)

Good Morning,

Effective **January 1, 2017** the mileage reimbursement rate will decrease to **53.5 cents** per mile. Please reference the chart below when requesting mileage reimbursement during this transition period.

Mileage incurred through December 31, 2016	54.0 cents/per mile
Mileage incurred on or after January 1, 2017	53.5 cents/per mile

The monthly mileage reimbursement form reflecting the new rate is available on the Purchasing website. The form is also attached to this email. If you have December mileage to submit please change the rate on the monthly mileage reimbursement form to 54 cents per mile.

All of the interactive travel request forms have also been updated to reflect the new rate. A Travel Recap form with the old rate will be available until January 13th to accommodate any December recaps. December recaps submitted after that date will be paid at the new lower rate of 53.5 cents a mile (reminder: recaps are due within 5 business days of your trip). Please pay close attention when selecting your recap form to ensure it has the appropriate rate for the month in which you are recapping. These forms can be found at the link below:

http://www.conroeisd.net/department/financial-services-internal-employees-only/purchasing-internal/

Please feel free to contact Accounts Payable if you have any questions. Thank You & Happy New Year.

Karen

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