



January 3, 2018

TO: Mileage Reimbursement Recipient
FROM: Lin Johnson, Chief Financial Officer
Subject: Mileage Reimbursement

In accordance with the Shelby County Board of Education travel regulations, approved local travel mileage will be reimbursed at the current IRS allowable rate. The mileage reimbursement rate will change to **54.5** cents per mile, which is an increase of 1 cent. ***This means starting with your January 2018 approved miles driven, you will be reimbursed at the new rate.***

Please notify all affected persons at your location of this change. If you have any questions, please contact Jo Johnson, Finance Department at 416-5597.

Your assistance is appreciated.

A handwritten signature in black ink, appearing to be 'Lin Johnson', is written over a horizontal line.

NOTE: Please be reminded that mileage reimbursements are only paid for the current month. Reimbursements for past months will not be honored.