



MILEAGE REIMBURSEMENT SCHEDULE 2024-2025

For Month of:	Mileage Claim must be completed and approved By 12:00 NOON On date listed below:
July 1-31, 2024	08/07/24
August 1-31, 2024	09/07/24
September 1-30, 2024	10/07/24
October 1-31, 2024	11/07/24
November 1-30, 2024	12/07/24
December 1-31, 2024	01/07/25
January 1-31, 2025	02/07/25
February 1-28, 2025	03/07/25
March 1-31, 2025	04/07/25
April 1-30, 2025	05/07/25
May 1-31, 2025	06/07/25
June 1-30, 2025	07/07/25* (*Year End Closeout)

- ◆ **REPORT MILES DRIVEN MONTHLY.**
- ◆ MONTHLY MILEAGE EXPENSE REPORTS ARE DUE ON OR BEFORE THE DUE DATE.
- ◆ MILEAGE MUST BE APPROVED BY DESIGNATED PRINCIPALS, MANAGERS AND OR SUPERVISORS.
- ◆ IF YOU HAVE A NAME, ADDRESS, AND/OR WORK LOCATION CHANGE, PLEASE CONTACT HUMAN RESOURCES @ 416-5304.
- ◆ FOR STATUS OF REIMBURSEMENT PAYMENTS, CHECK THE EMPLOYEE PORTAL.
- ◆ THE OBJECT CODE FOR MILEAGE IS **35500**



160 S. Hollywood Street • Memphis, TN 38112 • (901) 416-5300 • www.scsk12.org

July 18, 2024

Reply to:

Tito Langston
Assistant Superintendent
Room 226

PHONE (901) 416-5461
FAX (901) 416-5598

TO: All Personnel Receiving Monthly Mileage 2024-2025
FROM: Tito Langston, Assistant Superintendent of Operations
SUBJECT: MILEAGE REIMBURSEMENT SCHEDULE 2024-2025

Monthly mileage reports are to be submitted using the Shelby County Schools Employee Portal. Attached is a copy of the Mileage Reimbursement Schedule and instructions for entering mileage using the Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate. The current mileage reimbursement rate will be 67 cents per mile.

Do not accumulate and submit mileage for several months at a time. Only mileage incurred during the month's reporting period will be reimbursed.

According to **Administrative Rules and Regulations 2000R:**

Failure to complete and submit the mileage report by the established deadline shall result in forfeiture of the employee's mileage reimbursement claim. Also, mileage reimbursement does not include driving from your residence to your normal work location, as well as the distance from your work location back to your residence.

If you have any questions, please contact Kimberly Engram in Finance, (901) 416-5597. Thank you for your cooperation in this matter.

Attachment(s)

- THE OBJECT CODE FOR MILEAGE IS **35500**