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# Prince George County Public Schools

PRINCE GEORGE, VIRGINIA



January 13, 2021

To: All Employees

From: Monique Barnes, Finance Director

Re: Decrease in Mileage Reimbursement Rate for Use of Personal Vehicle Effective January 1, 2021

The IRS, effective January 1, 2021, has adjusted the mileage reimbursement rate.

The mileage reimbursement rate will be \$0.56 (56 cents) for approved use of a personal vehicle for business miles traveled on or after January 1, 2021.

All related travel reimbursement forms have been updated and are available on our website. Download the forms from the Prince George County Public Schools' website: <http://www.pgs.k12.va.us/> [Documents / Finance & Personnel / Travel Forms]. **HARD COPIES ARE NOT BEING SENT TO SAVE PAPER! PLEASE PRINT FORMS FROM OUR WEB-SITE.**

Please begin using the new form for all travel occurring on or after January 1, 2021.

PLEASE DESTROY ALL OLD VERSIONS OF THE TRAVEL FORMS AFTER YOU HAVE COMPLETED REIMBURSEMENT REQUESTS FOR TRAVEL OCCURRING PRIOR TO DECEMBER 31, 2020. All use of a personal vehicle for business travel must be authorized by Dr. Lisa Pennycuff, Superintendent.

REMINDER: Meals **ARE NOT** reimbursable for **one day travel** (meetings or conferences). The IRS considers reimbursement of such meals a taxable fringe benefit. Please contact me with any questions at (804) 733-2700 or [mgbarnes@pgs.k12.va.us](mailto:mgbarnes@pgs.k12.va.us).

# Request for Travel Reimbursement

Name \_\_\_\_\_

School \_\_\_\_\_

Place of Travel \_\_\_\_\_

From \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_

Purpose of Travel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Transportation \_\_\_\_\_

Number of Miles Traveled \_\_\_\_\_

**Reimbursement is requested as follows:**

Transportation to be paid at 56 cents per mile (*must be approved in advance*). \_\_\_\_\_

Hotel or Motel (*Bill must be attached.*) \_\_\_\_\_

Meals (Meals are not reimbursable for one day trips.) \_\_\_\_\_

Parking \_\_\_\_\_

Tips \_\_\_\_\_

Tax \_\_\_\_\_

Other (explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_