



## MILEAGE REIMBURSEMENT SCHEDULE 2020-2021

<b>For Month of:</b>	<b>Mileage Claim must be completed and approved By 12:00 NOON On date listed below:</b>
July 1-31, 2020	08/07/20
August 1-31, 2020	09/07/20
September 1-30, 2020	10/07/20
October 1-31, 2020	11/07/20
November 1-30, 2020	12/07/20
December 1-31, 2020	01/07/21
January 1-31, 2021	02/07/21
February 1-28, 2021	03/07/21
March 1-31, 2021	04/07/21
April 1-30, 2021	05/07/21
May 1-31, 2021	06/07/21
June 1-30, 2021	<b>07/07/21*</b> (*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 NEW OBJECT CODE FOR MILEAGE IS **35500**

OFFICE OF FINANCE; 07/01/2020



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

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July 1, 2020

**Reply to:**

Tutional Williams  
Chief Financial Officer  
Room 226

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

TO: All Personnel Receiving Monthly Mileage 2020-2021  
FROM: Tutional Williams, Chief Financial Officer  
SUBJECT: MILEAGE REIMBURSEMENT SCHEDULE 2020-2021

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 57.5 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 Diajah Lambert in Finance, (901) 416-5597. Thank you for your cooperation in this matter.

Attachment(s)

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