



HERTFORD COUNTY PUBLIC SCHOOLS

Teaching Children Touching the Future

701 North Martin Street • P.O. Box 158 • Winton, North Carolina 27986 • Phone (252) 358-1761 • FAX (252) 358-4745

MEMO

To: Central Office Staff
Principals
School Office Personnel

From: Cynthia H Martin *CHM*
Finance Director

Date: January 3, 2014

Subject: Travel Reimbursement Rate

Please distribute to all employees for their use.

Effective January 1, 2014, the Internal Revenue Service (IRS) has decreased the business standard mileage rate from 56.5 cents per mile to **56 cents per mile**. The IRS rate is used by Hertford County Public Schools for reimbursement of all travel on official **business in a personal vehicle**.

For travel occurring January 1, 2014 and thereafter, please compute travel claim reimbursement forms using **56 cents per mile**.

For travel occurring prior to January 1, 2014, please compute travel claim reimbursement forms using **56.5 cents per mile**.