

GLENDALE COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE SERVICES

MEMORANDUM

Date: January 3, 2023
To: All District Employees
From: Amir Nour, Interim VP, Admin. Services
Subject: Local Mileage Reimbursement Rate

The Internal Revenue Service (IRS) has announced that effective **January 1, 2023**, the standard business mileage reimbursement rate for 2023 is increasing to **65.5 cents per mile**. All mileage reimbursements incurred on or after January 1, 2023, are eligible for the new rate.

Mileage occurring between July 1, 2022 and December 31, 2022 will be reimbursed at 62.5 cents per mile in accordance with the District's Administrative Regulation 7401 which states: "Authorized mileage reimbursement for use of personal cars shall be reimbursed at the then current IRS per mile rate".