

BELMONT PUBLIC SCHOOLS



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INTEROFFICE MEMORANDUM

To: Dr. Thomas Kingston, Superintendent of Schools  
From: Anthony DiCologero, Director of Finance, Business and Operations  
Date: August 15, 2011  
Re: Mileage Reimbursement

The Town of Belmont municipal departments reimburse employees for the use of employee-owned vehicles for authorized official business, at the rate set and adjusted periodically by the IRS. Currently this rate is \$0.555 per mile. The School Department has been using a rate of \$0.485 per mile for a number of years. I am recommending that, as a matter of standard operating procedure, the School Department utilize the same prevailing mileage reimbursement rate as used by the other Town departments.