

SMITHTOWN CENTRAL SCHOOL DISTRICT  
Smithtown, New York

**PLEASE POST**

**PLEASE POST**

Date: December 9, 2009

To: **All Employees**

From: Annamarie J. Leodis, CPA  
Principal Accountant

**Re: Revised IRS Reimbursement Rates for Mileage**  
Effective January 1, 2010

Effective January 1, 2010 the Internal Revenue Service has revised its reimbursement rates for mileage by **decreasing** the rate of 55 ¢ per mile to 50¢ per mile.

Please review your claim forms before you submit them to Accounts Payable to ensure that you are using the proper rate depending on the calendar year of your travel. If you are requesting reimbursement for travel during the 2009 (July-Dec.) calendar year, use 55¢ per mile. The 50¢ per mile rate should be used for mileage incurred in 2010.

AJL:ll  
Pc: Joan Niles  
Rich Forzano  
Accounts Payable