



Santa Maria Joint Union
HIGH SCHOOL DISTRICT

Where greatness grows.

DATE: January 8, 2024
TO: All District Personnel
FROM: Yolanda Ortiz, Assistant Superintendent of Business Services
SUBJECT: Meal and Mileage Reimbursements

Please note the mileage reimbursement increase effective January 1, 2024. Meal reimbursement rates have not been changed:

MEAL REIMBURSEMENT

Receipts will not be required. Meals will be reimbursed at the ***Per Diem rate of \$71.00 per day*** (or pro-rated as follows) for all required conferences/meetings held inside/outside of the district boundaries:

BREAKFAST - \$18.00 LUNCH - \$19.00 DINNER - \$34.00

Supervisors are responsible for ensuring that all meal reimbursements are appropriate and that said conferences/meetings have a direct relationship to the assignment of the individual(s) seeking reimbursement.

Meals in excess of the above amounts will not be covered unless the amount is a part of a registration/banquet/etc. The Principal's/Superintendent's approval will be required.

The purchase of alcoholic beverages is **not** reimbursable at any time.

MILEAGE REIMBURSEMENT

The Internal Revenue Service announced an increase in the standard mileage rate. **Effective January 1, 2024**, the standard mileage rate for district business will be **67 cents** per mile, up 1.5 cents from the previous rate.

For more information, please refer to Board Policy and Administrative Regulation 3350.