

Santa Maria Joint Union High School District

DATE: January 7, 2022
TO: All District Personnel
FROM: Yolanda Ortiz, Assistant Superintendent of Business Services
SUBJECT: Meal and Mileage Reimbursements

The following is in effect from January 1, 2022 through December 31, 2022:

MEAL REIMBURSEMENT

NO RECEIPTS WILL BE REQUIRED and meals will be reimbursed at the *Per Diem rate of \$71.00 per day* (or pro-rated as follows) for all Conferences and/or REQUIRED meetings held inside or 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 for the meeting and to insure that said meetings have a direct relationship to the assignment of the individual(s) seeking reimbursement.

NO CLAIM FOR MEALS IN EXCESS OF THE ABOVE AMOUNTS WILL BE COVERED UNLESS THE AMOUNT IS A PART OF A REGISTRATION/BANQUET/ETC. AND REQUIRES THE PRINCIPAL'S/SUPERINTENDENT'S APPROVAL.

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

MILEAGE REIMBURSEMENT

*The reimbursement for the use of a personal vehicle for district business shall be at the current Internal Revenue Service rate of **58.5¢** per mile.*

Refer to Board Policy and Administrative Regulation 3350 which was revised June 11, 2019; for more information.