



DATE: January 5, 2023
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, 2023:

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.

NO CLAIM FOR MEALS IN EXCESS OF THE ABOVE AMOUNTS WILL 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, 2023**, the standard mileage rate for district business will be 65.5 cents per mile, up 3 cents from the previous rate.*

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