



DATE: December 20, 2024
TO: All District Personnel
FROM: Yolanda Ortiz, Assistant Superintendent of Business Services
SUBJECT: Meal and Mileage Reimbursements

Please note the mileage and meal reimbursement increase effective January 1, 2025:

MEAL REIMBURSEMENT

Receipts will not be required. Meals will be reimbursed at the ***Per Diem rate of \$87.00 per day*** (or pro-rated as follows) for all required conferences/meetings held inside/outside of the district boundaries:

BREAKFAST - \$23.00 LUNCH - \$26.00 DINNER - \$38.00

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. The standard mileage rate for district business will be **70 cents** per mile, up 3 cents from the previous rate.

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

