

Where greatness grows.

DATE: December 20, 2024

TO: All District Personnel

FROM: Yolanda Ortiz, Assistant Superintendent of Business Services

SUBJECT: Meal and Mileage Reimbursements

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

## **MEAL REIMBURSEMENT**

Receipts will <u>not</u> be required. Meals will be reimbursed at the **Per Diem rate of \$87.00 per day** (or pro-rated as follows) for all <u>required</u> 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. <u>The Principal's/Superintendent's approval will be required.</u>

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.

## SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

## **CLAIM FOR MILEAGE ON PERSONAL AUTOMOBILE**

NAME				POSITION			
MONTH				SCHOOL Y	EAR	<u>-</u>	
DATE	PURPC	SE	FROM		ТО	MILES	\$ AMOUNT
statement o	rtify that the ab of my actual and nile on official b	d necessary	y expense			. 70	
Claimant's Signature		Total of All Miles @ .70 (=\$					
Supervisor's	s Signature	Date					
			BUSINESS S	SERVICES ON	ILY		
APPROVED FOR PAYMENT				ACCOUNT NUMBER			
9/15/2022							