



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 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.