



REDLANDS UNIFIED SCHOOL DISTRICT MEMORANDUM

To: All District Employees

From: Brian Guggisberg

Date: June 8, 2017

Re: **One-day Meetings, Conferences, or Trainings Meal Reimbursement**

In order for RUSD to be in compliance with IRS rules for travel expenses and in concert with the RUSD Budget Reduction plan, commencing July 1, 2017 the District will no longer reimburse meal expenses for one-day conferences. Additionally, there will be no meal reimbursements for other similar events that do not require an overnight stay or a duty required "rest period" during the business day. Meal expenses include money spent for food, beverages, taxes and related tips.