Date: July 1, 2023

To: All Staff

Subject: Updated Conference Meal Reimbursement Procedures

On March 21, 2023, the Board of Education revised Board Policy #6830- Attendance at Meetings Conferences/Expense Reimbursement. The biggest change was to the meal reimbursement process. The District is now reimbursing a per diem meal allowance. Receipts are no longer required. The per diem meal and incidental cost allowance is based on the federal standard meal allowance for the area you are traveling to. The rate will be different depending on where you are traveling to. Outlined below is the process for identifying the amount you will be reimbursed and what documents you need to include with your travel expense recap form:

1. Go to the GSA website, https://www.gsa.gov/travel/plan-book/per-diem-rates, and select the state of the conference and enter either the city or zip code. If the city doesn’t work, type in the zip code.
2. Scroll down to the meals and incidentals rates and breakdown.
3. The amount under M&IE Total is the amount that you will be reimbursed.
4. There will be no deduction from the per diem reimbursement amounts for meals included in the conference registration. However, any meals/events purchased that incur an additional charge for the conference that the District is invoiced for, employees must reimburse the District for those costs.
5. On the first and last days of travel, the reimbursement amount is 75% of the full amount. There is another column to the far right of the breakdown that shows the amounts for the first and last days of travel.
   a. For example, if traveling to Dallas Texas on a Monday and returning on Friday, the reimbursement amount will be 75% on Monday and Friday, which is $51.75 per day. The reimbursement amount will be at 100% on Tuesday, Wednesday, and Thursday, which is $69.00 per day.
6. Print the page that shows the meal and incidental rates and attach to the travel expense recap form.

Please note, the maximum reimbursement amount for an area outside of the U.S. cannot exceed the maximum reimbursement tier within the U.S.

Feel free to contact me with any questions.