



Santa Maria-Bonita School District

Brian King
Coordinator of Budget & Finance
Business Services

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February 11, 2016

To: Principals and Administrators

From: Brian King, Coordinator of Budget and Finance *BK*

Re: **Meal Reimbursement - Rates Effective January 1, 2016**

Meal Reimbursements

mileage = .54/mile

On February 10, 2016, the Board took action to increase the meal per diem amounts. No receipts are necessary when claiming the per diem amounts. All reimbursements require the approval of an administrator. The new amounts, effective January 1, 2016, are as follows:

MEAL	RATE
Breakfast	\$ 14
Lunch	\$ 18
Dinner	\$ 25
DAILY	\$ 57
TOTAL	

Staff is reminded that meals included in the cost of meetings or conferences will be excluded from daily reimbursements. The amounts above are intended to include all gratuities.

If you have previously sent in a reimbursement request using the old rates, rest assured that the Business Department will use the correct rates.

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