



EXECUTIVE SUMMARY

Meeting Date:	October 15, 2026
Agenda Item:	Revise DLC-AR Expense Reimbursement for Out-of-District Travel
Item Type:	Information & Discussion
Administrator:	Jeanne Grazioli, Kati Falger
Objective:	Review revisions to administrative regulation

Background:

Board Policy DLC states, “The district will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the superintendent and consistent with Internal Revenue Service requirements.”

The administrative regulation associated with this policy, DLC-AR – Expense Reimbursement for Out-of-District Travel, has been reviewed by Business Services. Revisions are proposed to update the meal reimbursement amounts and bring the regulation into alignment with current standards. The district’s current meal reimbursement amounts are:

Breakfast - \$6
Lunch - \$7
Dinner - \$20

The updated AR will reflect meal reimbursement amounts according to the U.S. General Services Administration (GSA) standard rates. As of October 1, 2026 the amounts are:

Breakfast - \$16
Lunch - \$19
Dinner - \$28

Additional revisions are intended to align the administrative regulation with current district procedures for staff expense reimbursement. Due to the extent of the proposed changes, staff recommends deleting the current administrative regulation and replacing it with the updated version. The revised regulation is based on the OSBA sample administrative regulation and has been adapted to reflect the district’s current practices and procedures.

Board approval is not formally required for this administrative regulation, and first and second readings are not necessary. However, consistent with the district’s current practice of bringing administrative regulations to the Board for review and discussion, DLC-AR has been placed on the agenda for the Board’s review and discussion.

Additional Materials:

[DLC-AR - Packet](#)

Recommendation:

Review the proposed revisions to DLC-AR and provide feedback.

Suggested Motion:

No action required.