

# Action Sheet

**MEETING DATE:** August 23, 2023

**AGENDA ITEM:** Discuss and consider approval of Employee Travel Reimbursement Rates for fiscal year 2023-2024

Employee travel procedures are set-forth in DEE- Regulation. Reimbursement rates for meals are as follows:

Breakfast \$13.00

Lunch: \$15.00

Dinner: \$24.00

Maximum per day: \$52.00

Lunch and Dinner were both increased by \$1.00 per meal from last fiscal year.

Mileage is reimbursed at the rate set by the Texas Comptroller of Public Accounts (which follows the Standard Federal Mileage Rate set by the IRS). The rate for Jan 1, 2023 – Dec 31, 2023, is 65.5 cents per mile. In January, when the new rates are released, the District will adjust its rates to match the Comptroller.

**RECOMMENDATION:** I move the Board approve travel reimbursement rates for fiscal year 2023-2024, as presented.



Matthew Neighbors Ed. D.  
Superintendent



Jeff Martello  
Chief Financial Officer