

# Action Sheet

**MEETING DATE:** August 25, 2021

**AGENDA ITEM:** Discuss and consider approval of Employee Travel Reimbursement Amounts for fiscal year 2021-2022

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

Breakfast \$14.00

Lunch: \$16.00

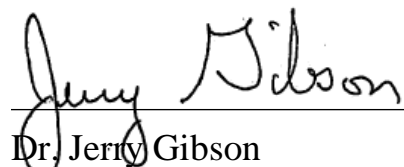
Dinner: \$20.00


Maximum per day: \$50.00

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 2021 is 56 cents per mile.

These rates are the same as the prior year, and have not increased since 2019.

**RECOMMENDATION:** I move the Board approve travel reimbursement rates for fiscal year 2021-22, as presented.

  
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Dr. Jerry Gibson  
Superintendent

  
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Connie Morgenroth  
Asst. Superintendent of Business and Operations