

Action Sheet

MEETING DATE: September 24, 2025

AGENDA ITEM: Discuss and consider approval of Employee Travel Reimbursement Rates for fiscal year 2025-2026

Employee travel procedures are set-forth in DEE- Regulation. Reimbursement rates for meals are as follows with no changes:

Breakfast \$13.00

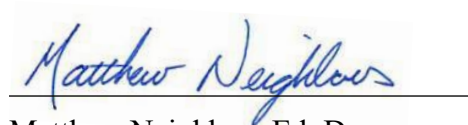
Lunch: \$15.00

Dinner: \$24.00

Maximum per day: \$52.00

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 current rate for mileage is 70 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 2025-2026, as presented.



Matthew Neighbors Ed. D.
Superintendent



Jeff Martello
Chief Financial Officer