

Action Sheet

MEETING DATE: September 18, 2024

AGENDA ITEM: Discuss and consider approval of Employee Travel Reimbursement Rates for fiscal year 2024-2025

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

Breakfast \$13.00

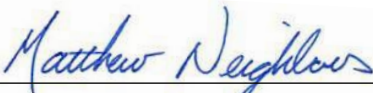
Lunch: \$15.00

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 rate for Jan 1, 2024 – Dec 31, 2024, is 67 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 2024-2025, as presented.



Matthew Neighbors Ed. D.
Superintendent



Jeff Martello
Chief Financial Officer