



**Accounting**  
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DATE: January 4, 2021  
TO: Stockton Unified School District Employees  
SUBJECT: **MEAL REIMBURSEMENT RATES 2021**

Effective for 2021, the U.S. General Services Administration (GSA) changed the per diem meal reimbursement rates. Please reference the meal reimbursement rates listed below on “Conference Attendance Requests” (CAR’s), and “Conference Reimbursement Form”, etc.

<b>Breakfast</b>	<b>\$13.00</b>
<b>Lunch</b>	<b>\$14.00</b>
<b>Dinner</b>	<b>\$23.00</b>

**FOR TRAVEL LASTING 24 HOURS OR MORE**

Employees may claim meals (as noted above), based on the following timeframes:

**First day of travel**

- Trip begins at or before 6:00 am - Breakfast may be claimed
- Trip begins at or before 11:00 am - Lunch may be claimed
- Trip begins at or before 5:00 pm - Dinner may be claimed

**Continuing after 24 hours**

- Trip ends at or after 8:00 am - Breakfast may be claimed
- Trip ends at or after 2:00 pm - Lunch may be claimed
- Trip ends at or after 7:00 pm - Dinner may be claimed

## **FOR TRAVEL LASTING LESS THAN 24 HOURS**

Employees may claim breakfast, lunch, and/or dinner (as noted above), based on the following timeframes:

### **Fractional day of travel**

- Trip begins at or before 6:00 am and ends at or after 9:00 am - Breakfast may be claimed
- Lunch may be claimed if not provided at a workshop/conference/event.
- Trip begins at or before 4:00 pm and ends at or after 7:00 pm - Dinner may be claimed

Employees may not claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. You can find additional information regarding travel expenses on Board Policy 3350.

Should you have any questions or regarding meal reimbursement rates, please contact me at 209-933-7005, ext. 2023.

Sincerely,



Willie Gutierrez,  
Accounting Manager

WG:ct

***Note: If you do not turn in CAR's or reimbursement forms, disregard this notice.***