



BUSINESS SERVICES
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DATE: February 10, 2022
TO: Stockton Unified School District Employees
SUBJECT: **MEAL REIMBURSEMENT RATES 2022**

Effective for 2022, the U.S. General Services Administration (GSA) increased 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.

Breakfast	\$17.00
Lunch	\$18.00
Dinner	\$34.00

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 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 cost 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 209-933-7010, ext. 2023.

Sincerely,



Willie Gutierrez,
Interim Director Fiscal Services

WG:ct

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