

INFORMATION CIRCULAR NO.
Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 10, 2020
To: All Employees
Subject: MEAL PER DIEM REIMBURSEMENT RATE
**Department and/or
Persons Concerned:** All Employees

Brief Explanation:

Effective October 1, 2019, the Internal Revenue Service and the U.S. General Services Administration raised the standard per diem rate for meal reimbursement to \$55.00. In agreement with the employee union contracts, the daily per diem reimbursement rate of \$55.00 is broken down as follows:

- \$13.00 for breakfast
- \$14.00 for lunch
- \$28.00 for dinner

Receipts are not required for meals when per diem is claimed. Questions concerning this circular should be referred to Sherrie Shumaker, Accounts Payable Manager, at (619) 725-7756.

Jodie Macalos
Controller

APPROVED:

Debbie Foster
Executive Director, Finance Division

JM:tt