

INFORMATION CIRCULAR NO. 510

Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 26, 2021
To: All Employees
Subject: MEAL PER DIEM REIMBURSEMENT RATE
**Department and/or
Persons Concerned:** All Employees
Due Date: None.
References: None.
Action Requested: None.

Brief Explanation:

Effective October 1, 2021, the Internal Revenue Service and the U.S. General Services Administration increased the standard per diem rate for meal reimbursement to \$59.00. In agreement with the employee union contracts, the daily per diem reimbursement rate of \$59.00 is broken down as follows:

- \$14.00 for breakfast
- \$16.00 for lunch
- \$29.00 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.

Alicia Rolfe
Interim Controller

APPROVED:



Jodie Macalos
Executive Director, Finance

JM:sas