



# Independent School District 152



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## Meal Reimbursement for Travel, Professional Meetings and Conferences

Administrative Procedure: 412.4

Section: 400 Employees/Personnel

Date Adopted: 7/15/2024

Meals, including gratuities, are reimbursed accordingly:

Meal	Reimbursement
Breakfast	Up to \$10.00
Lunch	Up to \$15.00
Dinner	Up to \$20.00

- A. Allowances for meals may be combined. For example, if breakfast and lunch are missed, up to \$36.00 is available for dinner.
- B. Reimbursement for meal expenses should not be submitted when meals are included with the conference registration.
- C. If the meeting location necessitates meal expenses in excess of the allowable limits, the superintendent or designee may approve additional reimbursement upon request.
- D. Alcoholic beverages or other personal expenditures are not subject to reimbursement.