

INFORMATIONAL CIRCULAR NO. 510

Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 16, 2020

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, 2020, per the Internal Revenue Service and the U.S. General Services Administration, the standard per diem rate for meal reimbursement is \$55. In agreement with the employee union contracts, the daily per diem reimbursement rate of \$55 is broken down as follows:

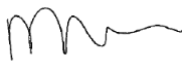
- \$13 for breakfast
- \$14 for lunch
- \$28 for dinner

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

DF:tt