

# Interoffice Memo

DATE: December 14, 2016

TO: ALL PRINCIPALS AND ORGANIZATIONAL LEADERS

FROM: George E. Ybarra  
Director for Purchasing Services

RE: 2016/2017 Travel Reimbursement Rates (UPDATE)

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Attached you will find the new meal rates for Texas effective **10/01/2016**. If you are traveling to a Texas city that is not listed on the rate schedule, use the minimum **\$46** per day rate. A breakdown of meals is shown at the bottom of this memo for your convenience. If you are traveling to a location that is not shown on the attached list please call Purchasing and they will find the appropriate rate.

**The 2016 IRS allowance rate for mileage for privately owned vehicles reimbursement is 53.5 cents per mile. This rate will be in effect from 01/01/2017 to 12/31/2017.**

Lodging expense limits when using non-federal funds will be left up to the Principals and Organization Leaders to ensure that the District receives the best value possible.

<u>PER DAY</u>	<b>MEALS</b>		
	<u>BREAKFAST</u> (Before 6 am)	<u>LUNCH</u> (After 12 pm)	<u>DINNER</u> (After 6 pm)
\$ 46	\$11	\$12	\$23
49	12	13	24
54	13	15	26
59	15	16	28
64	16	17	31
69	17	18	34

GEY