

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)

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>	<u>MEALS</u>		
	<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