

DATE: May 14, 2009
TO: ALL DISTRICT STAFF
FROM: STEVE LUND, DIRECTOR OF BUSINESS SERVICES
RE: ESTABLISHMENT OF MAXIMUM MEAL REIMBURSEMENT AMOUNTS

After reviewing many expense reimbursement vouchers over the course of a few months, it appears there needs to be some guidance provided on maximum meal allowances for District travel that will help create some consistency. There have been numerous instances of meal reimbursements well in excess of \$35.

I'm not suggesting that when on District travel, that fast food is the only venue of choice, but I do feel common sense has to apply. The following reimbursement levels were taken from the Federal Government policy for meal reimbursements for travel in the Twin Cities region and will be our new meal maximums going forward (tax and gratuity included).

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

As mentioned, these meal reimbursements are at the GSA levels, and should be realistic. For example:

Your favorite lunch salad or sandwich	\$ 9.99
Diet Coke	\$ 1.99
Total	\$11.98
Tax @ 7.5%	\$ 0.90
Gratuity @ 15%	\$ <u>1.80</u>
Total Lunch	\$14.68

Your favorite dinner entrée	\$16.99
Diet Coke	\$ 1.99
Total	\$18.98
Tax @ 7.5%	\$ 1.42
Gratuity @ 15%	\$ <u>2.85</u>
Total Dinner	\$23.25

If you are traveling for an overnight stay, these can be combined for a maximum daily meal rate of \$50.00. This applies only for overnight travel.

The majority of reimbursements requests are for amounts less than this and I appreciate everyone's efforts in being conservative with our District's dollars. The above maximum's are just that, maximums. We are a large enough organization where every dollar counts and adds up quickly in helping to balance our budget. I appreciate everyone's efforts!!

The new reimbursement maximums will be effective immediately and will be reviewed annually, using the GSA reimbursement levels for the Twin Cities region as our guide.

If you have any questions, please feel free to email or give me a call.