

PUHSD BOARD POLICIES

JUSTIFICATION FOR SERIES 3000

(Business and Noninstructional Operations)

(Pending Board Adoption on June 20, 2018)

Background:

BP 3350 – Travel Expenses

(BP revised)

Policy updated to allow for meal costs to be reimbursed at a per diem rate equal to the Meals and Incidental Expense (M&IE) rate established by the Internal Revenue Service (IRS). The IRS M&IE would be utilized for full day reimbursements, broken down into breakfast, lunch and dinner amounts. The corresponding amounts would be deducted for meals included as part of conference registration costs, or based upon the time of day the travel begins and ends. It is further recommended that BP 3350 be updated to clarify reimbursement claim timelines and procedures.