

SCHOOL DISTRICT OF MAYVILLE

ADMINISTRATIVE DIRECTIVE 671.2

**REIMBURSEMENT FOR MEALS WHILE
ON SCHOOL BUSINESS**

When District employees have been on school business where meals have not been served, the School District of Mayville shall allow a \$28.00 per diem meal expense. Maximum meal allowances are as follows: \$7.00 breakfast, \$8.00 lunch and \$13.00 dinner. In no case will more than \$28.00 per day be allowed. Employees are required to turn in a meal tab receipt for each meal, along with the expense reimbursement request.

It is realized that it will be difficult or near impossible to secure a meal tab receipt at some eating places. In such cases, the employee is asked to write out the reasons for not securing the meal receipt on the expense reimbursement request. This statement would assure the validity of the expense when an audit is made on District accounting records.

Ronald P. Bieri, District Administrator
October 6, 2008