



Boerne ISD Travel Reimbursement Rates

Mileage:

.67 cents per mile for all reimbursable mileage (Jan 01, 2024-Current)

.655 cents per mile for all reimbursable mileage. (July 1, 2023-Jan 01, 2023)

Mileage should be calculated by total mileage driven for the event, less an employee's typical commute to work.

Ex.) Employees home campus is Curington elementary. Normal commute to and from work is 10 miles. Employee is submitting mileage reimbursement for travel to professional development. A total of 50 miles were driven. Employee would calculate total miles (50), less normal commute (10), and request reimbursement for 40 miles.

Employee meals at \$36 per diem. Receipts are required for all travel. Breakdown as shown:

Breakfast	\$8.00
Lunch	\$13.00
Dinner	<u>\$15.00</u>
	\$36.00

Student meals at employee rate less \$2.00 per day.

*An increase in the mileage reimbursement rate does not necessarily equate to a stipend increase for District employees receiving a travel stipend.