



**To:** Greenfield School Board – School Board Meeting  
**From:** Joanie Niemiec, Director of Finance  
**Re:** Annual Approval of Travel Reimbursement Rates  
**Date:** School Board Meeting – January 27, 2025  
Committee of the Whole Meeting – January 13, 2025

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In accordance with Board Policies 3440-Professional Staff Job Related Expenses and 4440-Support Staff Job Related Expenses, the reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board on an annual basis.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Rates will be established as follows for the 2025 calendar year:

**Lodging/Accommodations** – Reimbursement is allowed to cover the necessary and reasonable cost for the staff member to attend an event as approved by a Supervisor or Administrator.

**Mileage** – Reimbursement is set in accordance with the Internal Revenue Service allowance rate.

**Per Diem Meals** – Reimbursement rates are set in accordance with Internal Revenue Service allowance rates as listed on the US General Services Administration website for the City of Milwaukee. The Out of State reimbursement is determined by rates assigned by GSA for the City of Chicago.

### 2025 Rates

#### **Mileage Reimbursement Rate:**

	<u>2024</u>	<u>2025</u>
<b>\$/Mile</b>	\$0.67	\$0.70

#### **Per Diem Meal Reimbursement:**

	<u>2024</u>		<u>2025</u>	
	<u>In State</u>	<u>Out of State</u>	<u>In State</u>	<u>Out of State</u>
<b>Breakfast</b>	\$14.00	\$18.00	\$20.00	\$23.00
<b>Lunch</b>	\$16.00	\$20.00	\$22.00	\$26.00
<b>Dinner</b>	\$29.00	\$36.00	\$33.00	\$38.00

**Summary** – The mileage reimbursement rate will increase by \$.03/mi (4.5%) and meal reimbursements will increase 4.3% for breakfast, 2.5% for lunch, and 1.4% for dinner.

[Allowable Reimbursement Guidelines for Travel and Other Expenses](#) can be found on the district website under staff resources.