

Expense Reimbursement Statewide Travel Regulations Per Diem Guidelines

The in-state travel allowance for meals is \$28.00 per day (\$6.00 for breakfast, \$7.00 for lunch, and \$15.00 for dinner. For high cost areas (Chatham, Cobb, Dekalb, Fulton, Glynn, and Richmond) the travel allowance is 36.00 per day (\$7.00 for breakfast, \$9.00 for lunch, and \$20.00 for dinner). If only one or two meals are claimed, the normal reimbursement will be \$6.00 for breakfast, \$7.00 for lunch, and \$15.00 for dinner. The State Travel Guidelines have a new calculation for per diem for the day of departure and day of return. Please refer to the State Travel Guidelines to assist in calculating your per diem for the day of departure and day of return. If the conference agenda lists a meal as part of the schedule of events, the Charlton County Board Of Education **cannot** reimburse the employee for that meal.