

**SCHOOL DISTRICT OF MONDOVI
MEAL AND LODGING ALLOWANCES**

EMPLOYEE MEAL AND LODGING ALLOWANCES:

Breakfast	allowable if necessary to depart prior to 6:00 a.m. \$8.00 including tip
Lunch	allowable if necessary to depart prior to 10:30 a.m. and return after 2:30 p.m. \$9.00 including tip
Dinner	allowable if necessary to depart prior to 4:30 p.m. and return after 7:00 p.m. \$17.00 including tip
Tips	The maximum allowable tip is 15% of the meal claim.
Lodging	allowable if a departure of 5:00 a.m. or earlier would be required in order to be at the meeting or requirement on time; \$70.00 per night is the rate granted by Wisconsin, always ask if the District will receive the state rate.

Remember the School District of Mondovi will not reimburse for any alcoholic beverages.