




TEXAS
JUVENILE JUSTICE
DEPARTMENT

Administrative Directive #1 FY2026

To: TJJJ Board Members and Employees
From: Shandra Carter, Executive Director 
Subject: Meal and Mileage Reimbursement
Date: April 24, 2026

Effective immediately, travel reimbursement rates have changed.

Meals

The meal rate should be determined using only the "M&IE Total" column on the GSA's website. Staff are no longer required to use the "First and last day of travel" column for the first and last day meal rates. The meal reimbursement is not a per diem therefore staff may only be reimbursed actual meal expenses not to exceed the maximum meal reimbursement rate.

Mileage

The new reimbursement rate for mileage in a personal vehicle is \$0.70 per mile.

This directive will remain in effect until it is rescinded or the Comptroller of Public Accounts adopts lower rates.