

Expense Authorization – Meal Guidelines

The following will be the approved meal allowance schedule:

Meals are reimbursed with the following guidelines:

Breakfast - \$6.00

Lunch - \$7.00

Dinner - \$12.00

In traveling situations where three meals are required for the day, the reimbursement should not exceed \$25.00 for the day. If the travel does not require three meals for the day, then the reimbursement will be held to the guidelines indicated for the individual meal costs. An itemized receipt must accompany reimbursable expenses. Charges for alcohol will not be reimbursed.

Charge card receipts are not acceptable unless itemized.

If the meeting you attend in the day is within 50 miles of where you live and does not require you to stay overnight you are responsible for paying for meals.

Adopted: 2006

Revised: July 13, 2016