

A. Single Calendar Day Travel

Employees may request reimbursement for meals if traveling in one calendar day, providing they travel further than 10 miles from their residence or official headquarters. It is not necessary to submit receipts for meals. *Day travel meal reimbursement will be added to the employee's taxable income.*

If Departure Time is:	And if Return Time is:	In State (Max. \$25/Day)	Out of State (Max. \$32/Day)
Before 6:30 AM	After 11:00 AM After 1:30 PM (lunch) After 8:30 PM (supper)	\$6.00 \$7.00 \$12.00	\$7.00 \$9.00 \$16.00
6:30am or after AND before 11:00am	After 1:30 PM (lunch) After 8:30 PM (supper)	\$7.00 \$12.00	\$9.00 \$16.00
11:00am or after AND before 5:15pm	After 8:30 PM (supper)	\$12.00	\$16.00

Employees required by their agency head, as part of their official duties, to attend statewide, regional or district meetings within the area in which the employee is headquartered, may receive reimbursement for the cost of meals served at such meetings. At least 75% of those attending the meeting must be employees of other agencies or outside organizations. Meetings of boards, commissions, and committees are not considered statewide, regional or district meetings. If the cost of the meal for these meetings exceeds the state allowance, receipts must be provided.