

Revised 11/19/2021

Meal will be reimbursed in accordance with current U.S. General Services Administration rates.

The following guidelines will be used for meal reimbursements:

Multi-Day Trips:

- 1. Breakfast:** When the out-of-town trip begins at or before 6:00 a.m. on the first day of travel or extends beyond 9:00 a.m. on the last day of travel, and for any intervening days.
- 2. Lunch:** When travel begins at or before 10:00 a.m. on the first day of travel or extends beyond 2:00 p.m. and for any intervening days.
- 3. Dinner:** When travel begins at or before 4:00 p.m. on the first day of travel or extends beyond 6:00 p.m. on the last day of travel and for any intervening days.

Same Day Trips:

- 1. Breakfast:** When the out-of-town trip begins at or before 6:00 a.m.
- 2. Lunch:** When travel begins at or before 11:30 a.m. and extends beyond 1:30 p.m.
- 3. Dinner:** When travel begins at or before 4:00 p.m. and extends beyond 8:00 p.m.