


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-02
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals Involving Overnight Stays	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 12/20/2016

PURPOSE

To provide policy on meal expenses and reimbursements while in overnight travel status.

LINKS

[Department of Defense international rates](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.


TRV 540-02: Meals Involving Overnight Stays

For travel involving overnight stays, the following policies shall apply:

1. On the day of departure and the day of return, the traveler shall be entitled to a reimbursement for actual amounts spent up to seventy-five percent (75%) of the Full-Day Meal Reimbursement Rate of the trip’s destination location (i.e., the place at which the employee will arrive and spend the night at the end of the travel day).
2. The seventy-five percent (75%) limitation on the days of departure and return applies no matter the times of departure or arrival, the length of the travel day, the number of meals purchased and consumed, or the destination or origin of the trip (including CONUS, Alaska, Hawaii and foreign countries).
3. Reimbursements for meals on the days of departure and return are not taxable to the traveler.
4. A traveler provided a meal on the day of departure or return at no additional cost to himself must reduce the reimbursement claimed by the amount appropriate to the meal provided. It is possible that this disqualifies the traveler from any meal reimbursement from the State.

Example 1: A traveler flies from Phoenix to Chicago for a two-day—Tuesday and Wednesday--conference. He leaves for the conference on Monday and returns to Phoenix on Thursday. On Monday, he will be entitled to up to 75% of Chicago’s Full-Day meal and incidental reimbursement, or \$48.00 (\$64.00 x .75 = \$48.00). On Thursday, he will be entitled to up to 75% of Phoenix’s Full-Day meal and incidental reimbursement, or \$36.75

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(\$49.00 x .75 = \$36.75). These amounts would be reduced by meals he was provided by others. So, if upon arrival in Chicago, the meeting’s host bought him dinner, he would have to deduct \$35.00 dollars, the Chicago dinner reimbursement limitation, from the amount he would be allowed to claim.

Example 2: The traveler returns from the trip to Chicago discussed in Example 1 above. Before departing Chicago, a business associate buys the traveler breakfast in Chicago. Since his destination for the return trip is Phoenix, he must deduct \$10.00 from the \$36.75 meal reimbursement limit for the day, leaving him with \$26.75 available reimbursement for the rest of the day. The amount to be deducted is the breakfast reimbursement limit for Phoenix, because that is the day’s destination, rather than the breakfast reimbursement limit for Chicago, where the meal was provided. The amount deducted is the full amount, not 75%, of the amount shown as attributable to breakfast in Phoenix.

5. For travel days involving overnight stays that are neither the day of departure nor the day of return a traveler may be reimbursed up to the Full-Day Meal Reimbursement Rates for the applicable date and location. The Full-Day Reimbursement Rates are limits for actual meal expenses incurred, not a fixed per diem or allowance amount.
6. A reimbursement of actual expenses up to the applicable Full-Day Reimbursement Rate may be claimed, no matter the meal or meals upon which the amounts are spent.

Example: The Full-Day Reimbursement Rate for a given location is \$59. The traveler qualifies for an entire day’s reimbursement, up to \$59, whether that amount was spent on three meals, two meals or on an expensive dinner. It must be borne in mind, however, that this is a reimbursement and the amount or amounts claimed must actually have been spent for meals by the traveler.

7. The Full-Day Reimbursement Rate shall be reduced for any meal provided at an event or otherwise paid for by some entity other than the traveler.

Example: A traveler attends a conference at which lunch is served without additional cost to the traveler in a location that has a Full-Day Reimbursement Rate of \$59. The amount of meal reimbursement the traveler may claim is up to \$44 (i.e., the \$59 full-day rate minus the \$15 of the full-day rate that is applicable to lunch).