

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-04
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals	Effective date: 01/01/2000
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: 08/10/2009

PURPOSE

To provide policy on meal expenses and reimbursements.

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 540-04: Special Dietary Needs

1. Meals satisfying special dietary needs will generally be provided by airlines, events, hotels, etc. if requested by the traveler. It is the traveler’s responsibility to make, on a timely basis, the necessary arrangements for such special meals.
2. If the traveler’s request for a meal satisfying a special dietary need is denied and the traveler incurs an expense that otherwise would have been avoided and the traveler intends to claim a M&IE reimbursement, the traveler must provide a written justification to the exception to policy signer that details and certifies:
 - a. to whom such request was made,
 - b. by whom such request was denied,
 - c. the reason given for the denial, and
 - d. the special dietary needs of the traveler that could not otherwise have been accommodated.