

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV EX06
	Section: Examples
	Page 1 of 1
	Responsible office: Comptroller
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These examples are for illustration purposes only. These examples may not apply in all circumstances. Please call the Comptroller – Travel Coordinator if you have any questions.

MEALS: PROVIDED AND 24 HOUR RULE

	<p>Jeanne Smith is flying to Tokyo, Japan for a conference event.</p> <p>Jeanne’s flight leaves Phoenix at 7am on Wednesday and arrives in Los Angeles at 7:30 am. The outgoing flight leaves Los Angeles at 10am Wednesday and arrives in Tokyo at 3pm on Thursday.</p> <p>She will be traveling 16 hours within a 24 hour period.</p> <p>Jeanne will be at the conference all day Friday with breakfast, lunch and dinner provided.</p> <p>Jeanne will be at the conference from 7am to noon on Saturday with breakfast and lunch provided.</p> <p>Jeanne’s return flight leaves Tokyo at 3pm Saturday and arrives in Los Angeles at 7:30am (same day). Her connecting flight leaves Los Angeles at 10am and lands in Phoenix at 12:15pm.</p> <p>She will be traveling 13 hours within a 24 hour period.</p>
TRV540-03	Once she returns, Jeanne’s M&IE reimbursement claim will take in to account any meals provided by the airline or conference.
TRV550-01(2)	Jeanne may only claim 3 meals within any 24 hour period.

Jeanne analyses her location during the meal times to determine what the maximum number of meals she can claim.

Meal	Wednesday	Thursday	Friday	Saturday	Total meals	Eligible for Reimbursement
Breakfast	Purchased in Phoenix	No meal International date line	Provided by conference	Provided by conference	3	1
Lunch	Purchased in Air	No meal International date line	Provided by conference	Provided by conference	3	1
Dinner	No meal International date line	Purchased in Tokyo	Provided by conference	Purchased in Air	3	2
Eligible for Reimbursement	2	1	0	1		4