


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-06
	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 540-06: Event Meals that Exceed the Maximum M&IE Reimbursement Rate

1. Reimbursements for meals during an event in excess of the maximum individual M&IE reimbursement rate may be allowed when:
 - a. The charge for the meal is not included in the event fees – **AND** –
 - b. The meal features a speaker, formal panel discussion or other activity integral to the purpose of the event.