

**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 540-01</b>
	Section: 500 Travel
	Page 1 of 3
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Meals</b>	Effective date: 01/01/2017
Source: University Policy <a href="#">State of Arizona Travel Policy</a> <a href="#">State of Arizona Travel Policy Supplements I - V</a> <a href="#">A.R.S. §38-621 through A.R.S. §38-627</a>	Revision date: 2/12/2020

**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 540-01: General Requirements for Meal and Incidental Expenses Reimbursement**

1. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler’s residence and his regular duty post. To qualify for a meal reimbursement for any day, the traveler must be in travel status for six (6) or more hours.
2. Reimbursement for meals to destinations within the continental U.S. may not exceed the maximum reimbursement rate for the type of expense and destination as listed in the State of Arizona Travel Policy Supplement I.
3. Reimbursement for meals to destinations outside the continental U.S. including Alaska and Hawaii may not exceed the Department of Defense international rates. To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Local Meal Rate (not the Proportional Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum
4. The M&IE reimbursement rate includes the actual cost of the meal, tax, tip, delivery services, and cost of transportation between places of lodging or business and places where meals are acquired or consumed, if meals cannot be obtained within a reasonable distance from one’s lodging.

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5. If suitable meals cannot be obtained within a reasonable walking distance of lodging or temporary duty post then the meal reimbursement rate includes the cost of the meal, tax, tip and the cost of transportation between places of lodging or business and places where meals are acquired or consumed.
6. Meals that are reimbursed to a traveler when the travel does not involve an overnight stay or a substantial period of sleep or rest are taxable income to the traveler.
7. Although they normally do so, the amounts allowed for M&IE are not necessarily intended to cover the entire cost of a meal taken while in travel status. The amounts are more than sufficient to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home.
8. If the traveler does not purchase a meal or the cost of the meal is imbedded in some other cost, the traveler is not entitled to reimbursement for that meal.
9. Meal reimbursements and the maximum meal and incidentals reimbursement rates are not per diem allowances, a traveler may claim, up to the applicable reimbursement limit, only those amounts actually spent or incurred, whether or not receipts are required.
10. While receipts for meals and incidentals are not required by State policy, an individual university department may choose to require that they be submitted for reimbursement or retained for audit purposes.
11. Reimbursement for the purchase of alcoholic beverages or the taxes or tips related to the purchase of alcoholic beverages is prohibited.
12. The cost of local transportation from a traveler’s lodging or place of conducting business to a restaurant is to be subtracted from the applicable meal reimbursement limitation if a meal is otherwise available within one-quarter (1/4) mile of the traveler’s lodging or place of conducting business.
13. To be eligible for reimbursement, the meal must be consumed, though not necessarily purchased, while the traveler is in travel status.
14. One may purchase a meal before entering travel status that will be consumed while in travel status.
15. When staying at a commercial lodging facility in connection with an authorized overnight stay or overnight stays involving fewer than thirty(30) days, groceries may be purchased rather than dining out, subject to the following restrictions:
  - a. The limitation of reimbursement for the purchase of groceries is the daily geographical reimbursement limit multiplied by the number of consecutive overnight stays divided by

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<ul style="list-style-type: none"><li>two (2).</li><li>b. The reimbursement is to be reduced by any meals, whether consumed or not, provided to the traveler.</li><li>c. The purchase of groceries is not allowed for the day of return from an overnight stay.</li><li>d. All other limitations, such as date of departure and return reductions, and the six (6) hour travel status requirement apply.</li></ul>	
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