

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 540-03
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Provided Meals	Effective date: 03/28/16
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: 03/26/16

PURPOSE

To provide policy on meal expenses and reimbursements.

LINKS

[Department of Defense International Rates](#)

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

POLICY

<p><i>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.</i></p>	
TRV 540-03: Provided Meals	
<ol style="list-style-type: none"> 1. The traveler is not entitled to an M&IE reimbursement for substantial meals provided at no cost or on a complimentary basis by the facility at which one is lodged, at a state institution, etc. 2. The traveler is not entitled to an M&IE reimbursement for substantial meals that are included in the cost for other travel related expenses, such as an event fee or airfare, etc. 3. A continental breakfast or similar repast served at a conference or other gathering or provided at a lodging establishment at no cost to the traveler constitutes a meal whether or not it contains protein and no reimbursement for breakfast will be allowed when such meals have been provided. 	