

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 540-04
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Special Dietary Needs	Effective date: 01/01/2017
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: 12/20/2016

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, conferences, etc. if requested by the traveler. It is the traveler’s responsibility to make, on a timely basis, the necessary arrangements for such special needs.
2. If the traveler’s request for a meal satisfying a special dietary need is denied, in order to claim a reimbursement for an expenditure related to a meal that otherwise would have been provided without cost to the traveler, the traveler must provide a statement 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.