

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 540-05
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Daily Meal Reimbursements	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 540-05: Daily Meal Reimbursement Limits

1. An amount representing meals provided the traveler at no cost to himself reduce the otherwise available daily meal reimbursement limits. In applying this policy it is necessary to determine the amount of reduction, which is related to the time of day at the location where the meal is provided.
2. A meal provided between 12:01 a.m. and 10:00 a.m. in the location where provided is deemed to be breakfast and the amount allowed for breakfast for the day is to be deducted.
3. A meal provided between 10:01 a.m. and 2:00 p.m. in the location where provided is deemed to be lunch and the amount allowed for lunch for the day is to be deducted.
4. A meal provided between 2:01 p.m. and 12:00 midnight. in the location where provided is deemed to be dinner and the amount allowed for dinner for the day is to be deducted.