

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 540-07
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2017
Subject: Single Day and Extended Day 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: 01/01/2017

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 540-07: Single Day and Extended Day Meal Reimbursements

Policy for travel not involving an overnight stay.

1. The amount of the reimbursement for that meal is limited to the Single Day Meal Reimbursement limit or the Extended Day Meal Reimbursement limit, depending upon the amount of time the traveler is in travel status.
2. 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.
3. The amounts of the Single Day Meal Reimbursement limit and the Extended Day Meal Reimbursement limit are identified in the Current Meals and Lodging Cost Index on the Comptroller’s Travel page.
4. The Single Day Meal Reimbursement limit and the Extended Day Meal reimbursement limit applies no matter the travel destination, whether in or out of state, as long as the travel does not involve an overnight stay. No matter the time of day meals may be purchased or consumed.
5. The Single Day Meal Reimbursement limit applies when the traveler has been in travel status six (6) or more but fewer than twelve (12) consecutive hours.

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6. The Extended Day Meal Reimbursement limit applies when the traveler has been in travel status twelve (12) or more consecutive hours.
7. The Single or Extended Day Meal Reimbursement limits are reduced by any meals provided to the traveler.
8. Both Single and Extended Day meal Reimbursements represent taxable payments to the traveler and will be treated as such.
9. For travel days without overnight travel, the meal reimbursement rates for Phoenix, AZ are to be used when determining the amounts to be deducted from the Single and Extended Day Meal Reimbursement amounts.

Example: A State traveler based in Phoenix is in travel status without an overnight stay for eight (8) hours. Without adjustment, he qualifies for a Single Day Reimbursement Limit of thirteen dollars (\$12). The purpose of his trip is to represent the State at an out-of-town dinner meeting held in Tucson. Dinner is provided at the meeting. The dinner allowance for Phoenix (the location used for all travel without an overnight stay) is twenty-six dollars (\$26). The allowance for the meal provided exceeds the Single Day Reimbursement Limit, so the reimbursement that the traveler may receive is zero dollars (\$0). (Note that the reimbursement limit minus the meal provided can be reduced to, but not below, zero dollars (\$0)).