



3344-69-07 Meals and incidental expenses.

- (A) The traveler will be reimbursed for meals and incidental expenses according to the federal standard meal allowance (F.S.M.A.) then in effect. Receipts are not required. When one or more meals are provided, the F.S.M.A. reimbursement must be adjusted accordingly.
- (B) Allowable reimbursements vary by city. Rates for most major cities can be accessed from the university's web site.
- (C) Generally, there will be no reimbursement for meals unless the traveler is away from home over night. However, with supervisory approval, when the traveler is away from home for more than twelve hours and lunch is not provided, the traveler may be reimbursed for the lunch portion of the applicable F.S.M.A. (indicate times of departure and return on the travel approval and expense report).
- (D) Reimbursement for the day of departure and the day of return is equal to seventy-five per cent of the F.S.M.A.
- (E) If the travel is to more than one location in one day, use the F.S.M.A. for the city where the traveler has overnight accommodations.
- (F) There will be no reimbursement for alcoholic beverages.
- (G) Tips and gratuities are included in the F.S.M.A.
- (H) Actual and reasonable expenses for a qualified business meal may be claimed for the traveler and non-university guest(s). The traveler must submit an original itemized receipt along with an explanation of the business purpose of the expense. An overnight stay is not required.

Policy Name: Meals and incidental expenses.
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