

Meals - Travel

Summary/Purpose: Handling of meal expenses when in travel status.

General

The State Fiscal Management Board will periodically establish a maximum daily expenditure limit (see below) for meals in-state and out-of-state travel. A record should be kept of the cost of meals and this amount claimed on the Travel Reimbursement Voucher. If actual expenses exceed the maximum daily allowance, the travel clerk will make an adjustment when the voucher is processed. **Alcoholic beverages are not reimbursable.**

No reimbursement is authorized for meals when travel is confined to the vicinity of Oxford or the Oxford Campus.

Maximum Daily Meal Allowance

The current maximum daily allowances are as follows:

In-state except high cost	\$41.00
Out-of-state except high cost	\$41.00
High cost area (prescribed maximum daily rate of \$150 – 164 in the Federal Register)	\$46.00
High cost area (prescribed maximum daily rate of \$165 - 179 in the Federal Register)	\$51.00
High cost area (prescribed maximum daily rate of \$180 – up in the Federal Register)	\$56.00
International Travel	\$61.00

Meal Tips

Meal tips should be included as a part of the daily meal limitation. If the daily limitation is exceeded because of tips, it is allowable to record total meal tips for each day under "Other Expenses" on the Travel Reimbursement Voucher. **Total meal tips shall not exceed 20% of the maximum daily limitation.**

Registration or Banquet Meals

If conference registration fees include certain meals, do not claim the covered meals as a separate item of expense on the Travel Voucher. Any meals claimed that are covered by the conference registration fee must be justified.

Taxable Meals

Taxable meals are meal expenses that occur during official travel where overnight stay is not required. **Taxable meals will not be reimbursed.** If a traveler stays with a relative or friend, they should make a footnote on their Travel Reimbursement Voucher by explaining why there is no hotel/motel receipt.

Group Meal

University employees may be reimbursed for the cost of group meals while carrying out their employment duties. A group meal is defined as a meal for one or more University employees and one or more individuals that are not employees of the University. The request for reimbursement

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for group meals should be in the form of a Request for Payment submitted to Procurement Services with an itemized receipt for the cost of the meals attached. The memorandum should indicate the names of the persons in attendance and the nature of the meeting. If the average cost per person exceeds \$30.00, the reimbursement must be approved by the Provost or the appropriate Vice Chancellor. **The University will not reimburse any employee for the cost of alcoholic beverages consumed with the meal.**

This policy will cover group meals for persons in travel status as well as those meals of an official nature in Oxford.

The cost of group meals while in travel status should be excluded from the Travel Reimbursement Voucher and submitted on a Request for Payment with receipts attached to the Office of Procurement Services.

The definition of a group meal does require that the group include one or more individuals who are not employees of the University. In other words, if three individuals from the University have lunch together, each employee would be responsible for his or her own meal cost.

Approved group meals will not be treated as travel costs but will be accounted for as commodities (G/L code 56440, Food for Persons).