

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.235	1 of 1	July 1, 2009
<b>Subject</b>	TRAVEL IN-STATE – OVERNIGHT TRAVEL – NO OVERNIGHT LODGING EXPENSE		

1. Those employees who travel overnight but do not incur lodging expenses will be considered in a “travel status” and will not be limited to the current meal expense limit. The meal expense is limited to the employee and may not be greater than the cost of a motel room, excluding tax. DAS-SAE shall have the authority to determine if expenses claimed for food are reasonable. See Procedure 210.109 for a definition of travel status.
2. A detailed receipt shall be provided.
3. A notation must be made on the travel payment that the employee stayed with friends/relatives/etc. If there is no notation, meals will be reduced to the current meal limits and the meals will be coded to taxable meals. See Procedure 280.201.
4. Department rules regarding the above policy must be submitted in writing to the DAS-SAE-Daily Processing Program Manager for review and approval.