

## APPENDIX: Examples of Meal Rate Reimbursement Effective for Travel On or After 7/5/2024

**NOTE:** The total maximum daily meal reimbursement rate for In State Travel is \$37.00 (SAE Procedure 210.205). The below examples all use the In State travel maximum meal per diem rates. However, the meal per diem reimbursement procedure applies to all In State, Out of State and International meal reimbursements.

**Example 1:** An employee is in In State Travel status attending an all day meeting where lunch is provided as part of the meeting agenda. The lunch meal was provided by the organizer of the meeting. The total maximum daily meal reimbursement rate for In State Travel for this employee's trip is now reduced to \$27.00 (\$37 - \$10 Lunch) before the application of the 75%. The employee would be given a meal per diem reimbursement of \$20.25 ( $\$27.00 \times 75\% = \$20.25$ ) for any other meals for that day since there was no overnight lodging.

**Example 2:** Same scenario as Example 1 except a single night's lodging and breakfast was provided by the hotel in addition to the lunch meal provided by the outside source:

**First day of travel:** An employee is in In State Travel status attending an all day meeting where lunch is provided on the first day as part of the meeting agenda and breakfast was provided by the hotel on the second day. The lunch meal was provided by the organizer of the meeting. The total maximum daily meal reimbursement rate for In State Travel for this employee's trip is now reduced to \$27.00 (\$37 - \$10 Lunch) before the application of the 75%. The employee would be given a meal per diem reimbursement of \$20.25 ( $\$27.00 \times 75\% = \$20.25$ ) for any other meals for the first day of travel.

**Second (last) day of travel:** The employee in this example was provided breakfast by the hotel and will return back to their work location on this day. Since the breakfast was provided by the hotel, the maximum daily meal reimbursement rate is reduced to \$29 (\$37 - \$8) before the application of 75%. The employee would be given a meal per diem reimbursement of \$21.75 ( $\$29 \times 75\%$ ) for any other meals for the second day of travel.

**Example 3:** Same scenario as Example 2 except there are two night's lodging and breakfast was provided by the hotel in addition to the lunch meal provided by the outside source:

**First day of travel:** An employee is in In State Travel status attending an all day meeting where lunch is provided on the first day as part of the meeting agenda and breakfast was provided by the hotel on the second day. The lunch meal was provided by the organizer of the meeting. The total maximum daily meal reimbursement rate for In State Travel for this employee's trip is now reduced to \$27.00 (\$37 - \$10 Lunch) before the application of the 75%. The employee would be given a meal per diem reimbursement of \$20.25 ( $\$27.00 \times 75\% = \$20.25$ ) for any other meals for the first day of travel.

**Second day of travel:** The employee in this example was provided breakfast by the hotel; all other meals for the day are at the expense of the employee. Since the breakfast was provided by the hotel, the maximum daily meal reimbursement rate is reduced to \$29 (\$37 - \$8). The employee would be given a meal per diem reimbursement of \$29.00.

**Third(last) day of travel:** The employee in this example was provided breakfast by the hotel and will return back to their work location on this day. Since the breakfast was provided by the hotel, the maximum daily meal reimbursement rate is reduced to \$29 (\$37 - \$8) before the application of 75%. The employee would be given a meal per diem reimbursement of \$21.75 ( $\$29 \times 75\%$ ) for any other meals for the second day of travel.