

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.102	1 of 2	July 1, 2009 Revised 4/1/17
Subject	TRAVEL GENERAL – MEAL, TRAVEL & WORK RELATED RECEIPTS		

Effective for travel July 1, 2009, Executive Branch employees shall submit an actual receipt provided by the supplier for each meal, travel and other work related allowable costs as noted in [Executive Order Number 13](#).

MEAL RECEIPTS

1. The following are required to submit receipts:
 - a. All Executive Branch employees.
 - b. Board, Commission, Advisory Council, and Task Force Members.
2. Receipts are required for reimbursement of all meal expenses for: In-State, Out-of-State, International, and Relocation Subsistence travel claims.
3. Reimbursement is allowable for state employees only.
4. A meal is defined as food and drink consumed at one sitting. All food items such as appetizers, entrees, desserts, and non-alcoholic drinks consumed at the meal are allowable. Only (1) one receipt per meal is acceptable.
5. Items not eligible for reimbursement include break or refreshment items purchased to be consumed throughout the day; multiple beverages, candy bars, bags of chips, etc.; also excluded from reimbursement is alcohol and non-food items such as gum, breath mints, anti-acids, and aspirin.
6. Tips are allowable at appropriate locations for no more than 15% of the allowable meal expense, before taxes, up to the maximum meal expense allowed for reimbursement. To document tips that are not shown on the receipt, the claimant shall write the allowable amount at the bottom of the applicable meal receipt. Fast food restaurants, self-service locations, gas stations, grocery stores and convenience stores are not facilities where tips are an allowable reimbursement.
7. If a claimant makes his or her own meal(s) in lieu of eating at a restaurant, a grocery store receipt may be eligible for reimbursement for the dates of travel surrounding the trip dates. If the receipt covers multiple meals or dates, the dates must be written on the receipt. Items on a grocery store receipt with earlier or later dates than the travel dates are not allowable. Items not being reimbursed must be crossed out.
8. A receipt from a convenience store instead of a restaurant is allowable for the dates of travel. Items not being reimbursed must be crossed out.
9. Receipts in the claimant's domicile are not allowable, except when authorized by the Department Head or designee, or as defined above, number 7.

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10. Actual receipts must identify the date, time, city, state, itemization of what was eaten, and the cost. If a receipt does not include the foregoing information, the claimant is to write on the receipt the date, time, city, state, itemization of what was eaten, cost, and must include the claimant's signature. Receipts are not to be cut, mutilated, or altered in any fashion.
11. Vending machine purchases may be reimbursed if the claimant documents the date, time, city, state, itemization of what was eaten, and the cost. This document must be signed by the claimant.
12. Credit card receipts may be used for reimbursement of expenses if the receipt contains all of the detailed information as required above. The claimant must submit the itemized receipt, as noted above in number 10. See Procedure 204.200, 7.
13. Taxes are reimbursed on the allowable reimbursable food costs, up to the maximum meal allowance.
14. To submit receipts, tape them in date order on a blank sheet of paper using one side only. Attach to appropriate Travel Payment (TP). Multiple receipts may be taped to one sheet, and multiple sheets may be used as needed. If the dates on the receipts are not legible, write the dates on the paper next to the corresponding receipt.
15. The option of submitting electronic copies of the actual receipts is acceptable for Travel Payments (TP) submitted on or after April 1, 2017 in accordance with the claimant's departmental policy and processes. See Procedure 280.200.

TRAVEL AND OTHER WORK RELATED EXPENSE RECEIPTS

1. ALL receipts are required for travel and other work related allowable costs.
2. In the event that a vendor-issued receipt is not available, a non-standard receipt written and signed by the claimant shall be submitted with the date, location of expense or purchase, itemization of expense or purchase, city, state, and cost. Non-standard receipts must be submitted for items such as parking meters, phone booths, laundromats, postage machines, and hand car washes.