

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 210.103	Page Number 1 of 1	Effective Date July 31, 2017 Revised 10/1/17
Subject TRAVEL – GENERAL – MEAL REIMBURSEMENT			

1. Meal reimbursement shall be allowed only in conjunction with an overnight stay, except:
 - a) If a meal is provided and is an integral part of a meeting, conference, retreat, or special event, and prior approval obtained from the Department Head.
 - b) When approved by the Department Head and the DAS Director for any such meal reimbursements.
2. "Integral" means the employee is required to stay through the meal time(s) and the employee's presence is essential to the continuation of the meeting while business is conducted.