

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 1/1/2022
Subject TRAVEL – GENERAL – MEAL REIMBURSEMENT			

1. Meal reimbursement shall be allowed only in conjunction with an overnight stay, except:
 - a) When a meal is provided and is an integral part of a meeting, conference, retreat, or special event, and prior approval is obtained from the Department Head.
 - b) When approved by the Department Head for any such meal reimbursements.
2. "Integral" is defined as a basic, indispensable or necessary element of the meeting. The employee is required to remain through the meal time(s) because the employee's presence is essential to the continuation of the meeting while business is conducted. The following examples are for illustrative purposes only and meant to provide general guidelines.

Examples of a meal which is an integral part of a meeting, conference, retreat or special event:

Example A: A board meeting is scheduled from 10:00 am - 3:00 pm. Because of the limited time, lunch is delivered to the meeting and consumed as the meeting continues.

Example B: An employee is required to remain onsite at a training, conference, or special event, which results in meals being provided to the employee onsite.

Example of a meal which is not an integral part of a meeting, conference, retreat or special event:

Example A: A meeting is scheduled from 10:00 am - 3:00 pm. Because the attendees are dismissed for a noon meal, and are not required to remain present at the meeting, the meal is not an integral part of the meeting.