

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.108	1 of 1	August 15, 2011
Subject			
TRAVEL GENERAL – OFFICIAL DOMICILE – MEAL REIMBURSEMENT			

1. For both office employees and field employees, no meals are reimbursed within the official domicile or place of residence, except when the 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 or Designee. Such prior approvals shall be limited to instances when the meal is an integral part of a meeting, retreat or special event. See Procedure 210.220 1(a) (2).
2. The Department Head or Designee must make a separate notation indicating prior approval for meal reimbursement within the official domicile or place of residence on or attached to the document.