

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.108	1 of 1	July 31, 2017 Revised 12/19/19
<b>Subject</b>	TRAVEL GENERAL – OFFICIAL DOMICILE – MEAL REIMBURSEMENT		

1. No meals are reimbursed within the official domicile or place of residence, with the exception of:
  - a) 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) The Department Head must make a separate notation indicating prior approval for meal reimbursement within the official domicile or place of residence, on or attached to, the Travel Payment (TP) document. See Procedure 210.220, 1, a, (2).
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.