

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 10/1/17
Subject	TRAVEL GENERAL – OFFICIAL DOMICILE – MEAL REIMBURSEMENT		

1. No meals will be reimbursed within the official domicile or place of residence, 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) 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” 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.