

BUSINESS MEALS

Generally, meal expenses must involve an overnight stay to qualify for reimbursement. In these instances, the traveler must adhere to the travel regulations outlined earlier for meal reimbursement. Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. Individuals in travel status may occasionally attend meals that qualify as business meals. Such meals occur while the individual is on official business and must:

Include Agency Head or designee approval.

Involve substantive and bona fide business discussions and include the original, itemized receipt.

List by name all persons involved in the meal and the reason for the meal. If the reimbursement is for a group of conference participants, identify the number of people fed and an explanation of additional meals, if necessary (e.g., coverage of walk-ins).

Be reimbursed for actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance.

Agency Heads or their designee may authorize business meal reimbursements up to 50% over the applicable per diem guideline with sufficient justification and the original, itemized receipt. Business meal reimbursements above 50% over the applicable per diem guideline are not permitted.

For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement. Delivery costs and a reasonable tip are reimbursable as long as the total cost does not exceed the allowable per diem for the meal.