

SAM—TRAVEL

BUSINESS-RELATED MEALS

0727

(Revised 9/07)

In some instances, the cost of business-related meal expenses may be allowed. It must be clearly shown that it was impractical to conduct the State's business during working hours and that the meal took place in conditions beyond the employee's control. The employee provides justification on the TEC. The statement must include the purpose or goal of each business-related meal and the unusual conditions that justify payment. For meals consumed, the employee may claim expenses not to exceed the breakfast, lunch, or dinner per diem rates. The amount must be supported by a voucher or receipt for represented employees. Nonrepresented employees do not have to provide receipts.

Examples of allowable meals may include: participants from different cities hold a luncheon meeting to allow one or more of them to make connections on a scheduled flight; an employee is required to go to lunch as a member of a group, such as a Board or Commission where official business is conducted; the meeting does not adjourn during lunch and the employee has no choice of place to eat.

Examples of non-allowable meals include: two or more employees go to lunch together and continue their business as an incidental to the meal; or, the meal is strictly for public relations purposes; or, the meeting could have taken place during the regular working hours.

No payment is allowed for the meal if the employee claims per diem for that day.

DPA will consider exception requests to DPA Rules 599.622(b)(c) and 599.623(b)(d)(e) for business-related meals.