

SAM - TRAVEL

CRITERIA FOR CLAIMING MEAL EXPENSES

IF YOUR TRIP WAS:	BREAKFAST: Left at or before 6am and returned at or after 9am <i>(Non-represented: one hour before regular work time)</i>
	LUNCH: Can't be claimed for trips less than 24 hours.
	DINNER: Left at or before 4pm and returned at or after 7pm <i>(Non-represented: one hour before regular work time)</i>
24 HOURS	BREAKFAST, LUNCH, and DINNER MAY BE CLAIMED.
MORE THAN 24 HOURS <i>(for last fractional part)</i>	BREAKFAST: Left at or before 6am and returned at or after 9am <i>(Non-represented: returned at or after 9am only)</i>
	LUNCH: Left at or before 11am and returned at or after 2pm <i>(Non-represented: returned at or after 2pm only)</i>
	DINNER: Left at or before 4pm and returned at or after 7pm <i>(Non-represented: returned at or after 7pm only)</i>

* Lunch cannot be claimed for trips less than 24 hours.

(Figure 1)