

## **Southern Arkansas University Tech Meal Reimbursement Policy**

Reimbursement for meals is not a per diem, and is to be claimed for **actual** expenses not to exceed the maximum allowable rates as listed in the Federal Travel Directory (See U.S. General Services Administration website). Meal Reimbursement is allowed only in connection with overnight travel, whether in state or out of state unless “special authorizations”, under ACA 19-4-903 are authorized by the agency head or travel administrator. If conference registration includes meals, reimbursement will not be allowed for any claims at the time of those meals. **Detailed receipts for meals are required to be submitted with the TR-1 form. (A credit card receipt with no detail is not acceptable)**

**Full day of travel** – A full day of travel is a day of travel between the first and last day of travel. The maximum full day meal allowance is the Federal per Diem rate depending on the destination location. The destination location is the location where lodging was obtained.

TR-1 Claim - The amount to be claimed on the TR-1 is the lower of:

1. The actual meal expense plus actual tip expense (up to 15% on each meal)
2. The full Federal per Diem rate for the destination location

**Partial Travel Day** – A partial travel day is the first and last day of overnight travel. On the first and last day of travel, meals must be in proportion to the time in travel status and must not exceed 75% of the Federal per Diem rate for the destination location. To ensure that meals are in proportion to the time in travel status, meal eligibility is determined as follows:

On the 1<sup>st</sup> day of travel

The trip must have started at 6:00 am or earlier to claim breakfast.

The trip must have started at 12:00 pm or earlier to claim lunch.

The trip must have started at 6:00 pm or earlier to claim dinner

On the last day of travel

The trip must have ended after 6:00 am to claim breakfast

The trip must have ended after 1:00 pm to claim lunch

The trip must have ended after 6:00 pm to claim dinner

The maximum for a partial day, as long as it doesn't exceed 75% of the full Federal per Diem rate for the destination location, is the total of the maximums for eligible meals plus the \$3.00 incidental rate as stated in the Federal Travel Directory for the destination location. On the first day of travel, the destination location is the location where the lodging was obtained. On the last day of travel, the destination location is the location where the lodging was last obtained.

TR-1 Claim - The amount to be claimed on the TR-1 for a partial day is the lower of:

1. The actual meal expense plus actual tip expense (up to 15% on each meal)

2. The total of the maximums for eligible meals plus the \$3.00 incidental rate
3. 75% of the full Federal per Diem rate for the destination location