

## **4.2 MEALS:**

- \* Traveler may only claim their own expenses for food they personally partake of.
- \* Meals are ACTUAL expense with a daily cap and NOT a per diem/daily allotment.
- \* The CONUS rate is combined for a daily meal cap (minus \$5 incidental rate).
- \* Meals require an ITEMIZED receipts and PROOF of PAYMENT receipt/documentation.

### \*IF LOST RECEIPT (all or portion of one)

... you may substitute with the following but no more than twice:

- Missing Meal Receipt Form
- Online restaurant menu with circled purchases & stated payment type, credit card/bank statement.
- If fast food chain may hand write description of purchase, date, time, city & list payment type, credit card/bank statement. \*

**(THIS IS FOR RARE OCCASSIONS AND NOT HABITUAL LACK OF FOLLOWING GUIDELINES)**

Tips: Customary 15-20% and are included in the daily cap allowance. (0400-03)

### RECEIPT EXCEPTION:

- \* Meal with ACTUAL Costs under \$10 with statement signed by traveler \*
- \* CANNOT use the above on an ACTUAL meal cost OVER \$10 and claim less.
- \* CANNOT list continuous repetitive of the same amount over & over.  
(Example: \$9.99 over & over not reflective of an actual expense.)

### NOT COVERED: Listed but not limited to the following:

- \* **Alcohol (and the tax and tip on alcohol)**
  - \* **Tax & tip amount deducted for alcohol must be in proportionate to the base price of food, drink & alcohol purchase BEFORE tax & tip added.**
- \* **Meals purchases from cities & airports near proximity of their base.**
- \* **Meal purchases made at an earlier and/or later time due to employees' personal choice decision.**

### \*\* MANUAL REQUIRED:

- \* **If traveler claims ticketed meals for Special Events - Breakfast, Brunch, Luncheon, Dinner Banquet, etc**
- \* **If traveler purchases multiple meals through groceries.**  
**(Requires Information & Instructions Prior to Departure & Upon Return.)**

Mealtime Guidelines for Departure & Return Dates Based on Pre-Approval Documentation Allowance Is Based on Common Practices & In Relation To Time, Distance & Location Stated Above.

- \* May claim BREAKFAST (5am-10:30am) if departing from work/home base PRIOR to 6am.
- \* May claim LUNCH (10:30-4:00pm) if departing from work/home base PRIOR to 11am.
- \* May claim DINNER (4pm-10pm) if returning to work/home base AFTER 7pm