EMPLOYEE TRAVEL

Meals - State/Local Funds:

One Day Trips - no meal advance – meals on one day trips will only be paid if the travel/meal occurs outside of the employees normal work hours (i.e. evening or weekend travel). If meals are allowed, receipts must be provided with the travel recap and will be reimbursed up to the amount of receipt (less sales tax) but not to exceed per diem rate. See next page for specific examples of allowability for meals on One Day Trips.

Overnight Travel -meals may be advanced at per diem rate - no receipts required. If meal advance is not requested, meals may be recapped at per diem rate-no receipts required.

Meals – Federal Funds:

One Day Trips - no meal advance – meals on one day trips will only be paid if the travel/meal occurs outside of the employees normal work hours (i.e. evening or weekend travel). If meals are allowed, receipts must be provided with the travel recap and will be reimbursed up to the amount of receipt (less sales tax) but not to exceed per diem rate. See next page for specific examples of allowability for meals on One Day Trips.

Overnight Travel - no meal advance - meal receipts must be provided with the travel recap and will be reimbursed up to the amount of receipt(less sales tax) but not to exceed per diem rate

STUDENT TRAVEL

Meals – State/Local Funds

One Day Trips & Overnight Travel - Student and sponsor meals will be advanced at the per diem rate. Completed "Monies Disbursed To Students" log must be submitted with the travel recap. See information on next page regarding allowability of sponsor meals on one day trips.

Meals – Federal Funds

Contact Federal Programs office for allowability/procedures.

EMPLOYEE TRAVEL

One Day Trip-Meal Examples

As a general rule an overnight stay is required for an employee to receive payment for meals. However, in the event the employee is requesting meals as a result of having to work or attend a one day event outside of normal business hours, payment for meals would be allowed.

- **Example 1:** The baseball coach is traveling with students to a playoff game in Bryan on a Friday night. They plan to leave the school at 3:00 pm and return at 11:30 pm that same night. Because the event is outside of normal work hours the coach **can receive** meal money for his/her dinner.

- **Example 2:** The cross country coach is traveling with students on a Thursday to a cross country meet in Rosenburg. They plan to leave the school at 8 am and return at 5 pm the same day. Because the event is taking place during normal work hours the coach **would not receive** meal money for his/her lunch.

- **Example 3:** The orchestra director is traveling with students on a Saturday to a UIL competition. They plan to leave the school at 8 am Saturday morning and return at 5 pm the same day. Because the event is taking place on a Saturday which is outside of normal work hours the orchestra director **can receive** meal money for his/her lunch.

- **Example 4:** An employee from the admin building is attending an all day meeting at Region IV on a Monday. They plan to leave the admin building at 8:00 am and return at 4:00 that same day. Because the event is taking place during normal work hours the employee **would not receive** meal money for his/her lunch.