

MEAL ALLOWANCE

When a Lamar University employee or prospective employee travels overnight within the state of Texas on Lamar University business, they are entitled to be reimbursed for the actual costs of meals not to exceed the maximum allowable State of Texas meal rate. For Fiscal Year 2018, the reimbursement may not exceed the maximum in-state and out-of-state meal rates based on the federal travel regulations issued by the State of Texas Comptroller and listed on the Travel website under “State of Texas Links” as “GSA In & Out of State Meal, Lodging and Median Rate Schedule.

Lamar University will use the \$93 *maximum* for lodging and \$51 *maximum* for meals for *in-state* city or county locations **not specifically listed** in the federal rates. Out-of-state city and county locations **not specifically listed** in the federal rates will continue to use the Standard rates listed for each state.

****** For Budgetary purposes, individual Lamar University departments may set their own maximum rates as long as the rates do not exceed the General Services Administration (GSA) federal travel rates on the main page of the Travel website.**

Meal receipts ***are not*** required for **domestic** travel. Meals incurred during ******foreign** travel are reimbursed on an “actual” basis and detailed meal receipts ***are*** required. Per state rules, alcoholic beverages are not a reimbursable expense.

These percentages will be used for all In-State and Out-of-State meal rates (rounding to the nearest dollar is allowed) depending on the time of your departure and return.

Breakfast = 20%

Lunch = 30%

Dinner = 50%

An in-state example:

Austin, Texas has a \$59 meal allowance rate. The allowable meal amounts are \$11.80 for breakfast (\$59 x 20%), \$17.70 for lunch (\$59 x 30%) and \$29.50 for dinner (\$59 x 50%).

An out-of-state example:

Gulf Shores, Alabama has a \$64 meal allowance rate. The allowable meal amounts are \$12.80 for breakfast (\$64 x 20%), \$19.20 for lunch (\$64 x 30%) and \$32.00 for dinner (\$64 x 50%).

Departure: If you leave **before 8:00 a.m.** you are entitled to breakfast, lunch and dinner; **at or after 8:00 a.m., but before 1:00 p.m.,** you are entitled to lunch and dinner only; **at or after 1:00 p.m.** you are entitled to dinner only.

Return: If you return to headquarters **after 8:00 a.m.,** you are entitled to breakfast; **after 1:00 p.m.** you are entitled to breakfast and lunch; **after 6:00 p.m.** you are entitled to breakfast, lunch and dinner.

If the employee is attending a seminar / conference / meeting and meals are included as part of the registration cost, there will be no meal expense reimbursement allowance given for those specific meals.

FOREIGN TRAVEL:

****** Please Remember: detailed meal receipts are required for foreign travel.**
(All out-of-country travel and including Alaska, Hawaii, Canada and Mexico)

For reimbursement of meals during **foreign travel**, State Comptroller travel rules state “the reimbursement may not exceed the amount of meal expenses actually incurred”. Therefore, all detailed meal receipts must be submitted for meal reimbursement during foreign travel. Per state rules, alcoholic beverages are not a reimbursable expense. Please practice “conservation of funds” when expending university funds.

If you are requesting meal reimbursement, you must have the actual meal receipts; *however*, if you cannot obtain those receipts, you will be allowed to claim “up to” the maximum meal allowance rate for city and county locations **not specifically listed** in the federal rates for Texas travel by **using a local account** (as of October 1, that amount is \$51).