

## Travel Meal Reimbursement Summary

### ➤ **General Information**

- Meals and/or lodging may not be claimed within 25 miles of the employee's headquarters or residence – whichever is less.
- Per Meal limits (\$10, \$15, \$25) no longer applicable.
- Total amount for meals claimed per day must not exceed the \$55 per day limit.

### **I. Meals – travel less than 12 hours without an overnight stay (contiguous 48 states)**

(Example: 7am to 6pm = 11hrs)

- No reimbursement for meals.

### **II. Meals – travel less than 24 hours without an overnight stay (contiguous 48 states)**

(Example: 5am to 11pm = 18hrs)

- No reimbursement for meals.

#### **CSU Exception to IRS Regulations:**

If the employee is inconvenienced by being required to depart 2 or more hours before the start of their normal work day or return home 2 or more hours after the end of their normal work day, they may be reimbursed for their actual expenses incurred for breakfast, dinner or both (up to the daily limit of \$55) depending on the circumstances.

Example: traveler departs at 5:00 a.m. and arrives home at 11:00 p.m.

(Less than 24hrs & no overnight stay)

- Actual expenses incurred for breakfast and/or dinner may be claimed as an exception to policy.
- Reimbursed breakfast and/or dinner expenses are **reportable and taxable**.
- Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours (except POST Training – Commuter Lunch Meal Reimbursement per the POST Administrative Manual)
- Total amount for meals claimed per day must not exceed the \$55 per day limit.
- Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence –whichever is less.

### **III. Meals – travel less than 24 hour and includes an overnight stay (contiguous 48 states)**

(Example: 7pm to 3pm next day = 20hrs)

- Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence –whichever is less.
- Expenses incurred for meals that were included with registration or other fees *will not* be reimbursed (unless there is a valid health or business reason).
- Total amount for meals claimed per day must not exceed the \$55 per day limit.

### **IV. Meals – travel greater than 24 hours (contiguous 48 states)**

(Example: Day 1 8am to Day 2 6pm = 34hrs)

- Actual meal expenses incurred may be claimed only if the travel is greater than 25 miles from the traveler's headquarters or residence –whichever is less.
- Expenses incurred for meals that were included with registration or other fees *will not* be reimbursed (unless there is a valid health or business reason).
- Total amount for meals claimed per day must not exceed the \$55 per day limit.

### **V. Hospitality Meals & Sponsored Programs Participant Expense**

- Expenses for meals incurred by employees who provide hospitality while on travel status are reimbursable in accordance with ICSUAM Policy 1301-00 Hospitality.
- Federal or local government contract or grant funds, or trust funds, may specifically allow for participant expenditures more lenient than those above.