OVERNIGHT STAY

- There must be an overnight stay to be reimbursed for meals. Employees cannot be reimbursed for meals if there is not an overnight stay. For example, if they travel to Austin, but don't spend the night, we cannot reimburse their meals.
- If there was an overnight stay, and the lodging was paid for by SAF/CAF or via the Pcard, please type **"Lodging paid by Pcard"** or **"Lodging paid by SAF/CAF"** in the "Description" field of the reimbursement. **Otherwise, you will be getting an email asking how lodging was handled**. If you include that statement on the reimbursement when it's submitted, it will save time and get the employee's reimbursement approved and paid in a timely manner.
- If the employee stayed with family or friends, please put **"Employee stayed with family/friends"** in the "Description" field of the reimbursement.
- If the employee paid for the lodging themselves and are seeking reimbursement, then the hotel receipt should be included with the supporting documentation.

CONFERENCE AGENDA

- A conference agenda must be included and faxed in with the supporting documentation to be reimbursed for meals.
- Some agendas may show a time for a meal (breakfast, lunch, dinner) but don't specify whether or not it was provided. If the agenda is not specific with whether or not a meal was provided, please note on the agenda "Meal (breakfast, lunch or dinner) was not included". If not, an email will be sent asking if the meal was included.
- If the agenda has an abundance of pages, look for a schedule at a glance. They are usually one or two pages long. What is needed is documentation from the conference showing what meals were/were not provided.

RECEIPTS

- If the employee is being reimbursed for meals from Federal/Grant funds, then itemized receipts are required. Credit card receipts showing *only* total amounts are not sufficient. They must be itemized showing all items purchased.
- If the employee is being reimbursed for meals from Local funds and are seeking the maximum per diem per gsa.gov, then they must have itemized receipts. Credit card receipts showing only total amounts are not sufficient.
- The employee must not exceed the maximum per diem set forth on gsa.gov for the destination city.
- If the employee is being reimbursed for meals from Local funds, but do not have itemized receipts, the maximum reimbursement is $27.00/day for first and last day of travel and $36.00/day for each travel day. The breakdown for meals without a receipt is provided here:
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Per Diem Without Itemized Receipts Out of Local Funds				
	Breakfast	Lunch	Dinner	Total
Travel Days	$7.00	$11.00	$18.00	$36.00
First and last day of travel	$5.25	$8.25	$13.50	$27.00

- If the conference provided a meal on a travel day, then the amount of that meal would have to be deducted from the total of $36. As an example, if the conference provided lunch, then $11 would be deducted from the total of $36 leaving the employee with $25 total for that day. Keep in mind we could not reimburse them for lunch at all on that day since it was provided.
- It is **ALL OR NOTHING** with meal receipts using budgeted funds. Employees cannot claim the maximum for the day without receipts on one day and then submit an itemized receipt to receive the maximum allowed by gsa.gov for another day.

MEAL BREAKDOWN WITH ITEMIZED RECEIPTS

- If the conference provides a meal, that meal must be deducted from the per diem set forth on gsa.gov. There is a breakdown for meals based on the destination city. The breakdown can be found at the following link M&IE Breakdown
- Using Austin, TX as an example. Go to gsa.gov to find the per diem for Austin, TX. The maximum meal reimbursement for Austin is $61 for travel day and $45.75 for first and last day of travel. (***This is for example purposes only. This dollar amount changes yearly, so it may be a different dollar amount at the time this is read)***. Using the M&IE Breakdown find the breakdown for Austin is $14 for breakfast, $16 for lunch, and $26 for dinner. If the conference provided a lunch on a travel day, then $16 would need to be deducted from the $61 per diem leaving $45 total for the day for meals. Keep in mind we cannot reimburse them for any lunch expenses on that day since lunch was included.

The End!