



* MEALS IS OVER \$36.00. EXPLANATION IS REQUIRED
IN 'DESCRIPTION' FIELD.

WHEN SUBMITTING MEALS ON THE TRAVEL REIMBURSEMENT APPLICATION, YOU MAY HAVE SEEN THE FOLLOWING WARNING: * MEALS IS OVER \$36.00. EXPLANATION IS REQUIRED IN 'DESCRIPTION' FIELD. THIS WARNING IS INDICATING THE MEAL TOTAL IS OVER \$36.00 FOR THAT DAY AND REQUIRES ITEMIZED RECEIPTS. KEEP IN MIND IF YOU ARE REIMBURSING MEALS OUT OF FEDERAL FUNDS, ITEMIZED RECEIPTS ARE REQUIRED REGARDLESS OF THE DOLLAR AMOUNT.