

# Itemized Meal Receipts for Travel: It's All or Nothing

In order to be reimbursed out of local funds for meals using the maximum daily reimbursement detailed on [gsa.gov](https://www.gsa.gov), itemized receipts must be submitted. These itemized receipts must be submitted for each day of the trip. If even one day is missing itemized receipts, then the maximum daily allowable rate for the entire trip is \$36 for travel days and \$27 for first and last day of travel. Employees can not seek reimbursement for one day using itemized receipts and then another day using the maximum daily allowable rate without itemized receipts.

If the employee is seeking reimbursement using the maximum daily rate without itemized receipts, only the actual amount the employee spent on meals should be reimbursed not to exceed the allowable rate.