

## 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%**

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.