College of Liberal Arts

MEAL ALLOWANCES WHILE TRAVELLING OVERNIGHT

This policy supplements The University of Texas at Austin Handbook of Business Procedures, Part 11.5 TRAVEL REIMBURSEMENTS.

• Travelers may be reimbursed for actual meal expenses up to the amount listed in the Handbook of Business Procedures, Travel – Meals and Lodging section. If meal expenses exceed $41 per day, itemized meals receipts are required with a written explanation.

NOTE:

• The maximum reimbursement on days which the traveler is also requesting reimbursement for entertainment expenses, or is being entertained at the expense of another party, may be reduced, based on the time of day that the entertainment expense occurs. For example, if the traveler eats dinner with colleagues, and requests reimbursement for that dinner as an entertainment expense, the daily allowable reimbursement for travel expenses will be reduced by 40%. (Please see percentage breakdown, below.)

Breakfast: 25% of $41 ($10.25)

Lunch: 35% of $41 ($14.35)

Dinner: 40% of $41 ($16.40)

• Additionally, in the event that an entertainment receipt is submitted after travel has been reimbursed, the payment may be reduced by the percentages above.

• Travelers who will be at a duty point for at least one month and lease an apartment or a house (or stay in an apartment or a house owned by the traveler) should contact Associate Dean Jamie Southerland, in advance, to arrive at a level of reimbursement that is appropriate for the circumstances.