

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.
- Travelers may be reimbursed for actual meal expenses, up to the following percentage of the amount otherwise allowed for partial days of travel (the date of departure and date of return):

Breakfast: 25%

(Depart from Austin before 8:00 a.m.) (Return to Austin after 8:00 a.m.)

Lunch: 35%

(Depart from Austin before 12:00 p.m.) (Return to Austin after 12:00 p.m.)

Dinner: 40%

(Depart from Austin before 6:00 p.m.) (Return to Austin after 6:00 p.m.)

Note – If traveling by air, the departure and arrival times refer to the scheduled departure/arrival times listed for the flights in question.

The following chart lists the maximum allowable reimbursement percentage based on the time of departure/time of return.

	Percentage Allowed	
	Day of Departure	Day of Return
Before 8:00 a.m.	100%	0%
8:00 a.m. to noon	75%	25%
12:01 p.m. to 6:00 p.m.	40%	60%
After 6:00 p.m.	0%	100%

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, shall 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%.

- 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) will not be reimbursed for meal expenses.

Approved May 12, 2008

Revised July 1, 2011