

Meals

- Receipts are not required unless a cash advance was received.
- Partial meals such as receptions, or airline meals are not considered meals.
- Employee must be in travel status for a minimum of 12 hours.
- **Continental breakfast served by the conference/event is not reimbursable.**

Meals are NOT allowed on the T-Card.

- Meal rates are based on the GSA meal rates for the 48 contiguous states. The GSA meal rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - Alaska, Hawaii, and U.S. Territories shall follow the rates below:
 - Meals – Breakfast \$17, Lunch \$18, Dinner \$34
 - Incidentals - \$5 per day
 - First and Last day meal reimbursements shall not exceed \$55.50
 - Exception: Student group trips (including athletic travel) are eligible for the full M&IE rate on the first and last day of travel for the applicable travel location when travel begins prior to 8:00am and ends beyond 8:00pm.
- Meal rates include taxes and tips, travelers cannot be reimbursed separately for those items. Receipts are not required for meals within these rates unless a cash advance was received.
- Partial meals such as receptions, or airline meals are not considered meals.
- **Official Domicile/Temporary Assignment** - Travelers are eligible to receive reimbursement for travel only when away from “official domicile”.

Single Day Travel

Reimbursements for single day travel must not exceed 75 percent of the total M&IE rate for the applicable travel location meal rates. This rate is listed as the first and last day of travel on the M&IE rates page of the applicable location.




Meal Reimbursement for Travel with Over Night Stay

On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate for the applicable travel location. The Meals & Incidental Expense breakdown page has a table showing the calculated amount for the “First and Last Day of Travel.”

Note: *If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.*

Meals with relative or friends may not be reimbursed.

In-State Meal Rates

| Primary Destination  | County  | M&IE Total | Continental Breakfast/Breakfast | Lunch | Dinner | Incidental Expenses | First & Last Day of Travel  |
|---|--|------------|---------------------------------|-------|--------|---------------------|--|
| Alexandria / Leesville / Natchitoches | Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes | \$64 | \$14 | \$16 | \$29 | \$5 | \$48.00 |
| Baton Rouge | East Baton Rouge Parish | \$69 | \$16 | \$17 | \$31 | \$5 | \$51.75 |
| New Orleans | Orleans / Jefferson Parishes | \$74 | \$17 | \$18 | \$34 | \$5 | \$55.50 |
| Standard Rate | Applies for all locations without specified rates | \$59 | \$13 | \$15 | \$26 | \$5 | \$44.25 |