**Meal Reimbursement Guidelines**

* Meals:

1. Breakfast $8 including tax and tip
2. Lunch $10 including tax and tip
3. Dinner $18 including tax and tip

* No reimbursement shall be made for the cost of alcoholic beverages.
* Meals included in the cost of airfare and conference fees cannot be claimed.
* Receipts are necessary to substantiate each meal claim and must be attached to the reimbursement form. Reimbursement will not be made for meals without receipts.
* Meals are for the cost of the employee only.
* No breakfast reimbursement for the first day unless you leave before 6:00 am.
* No dinner reimbursement for the last day out unless you would normally return after 6:00 pm.
* Do not purchase meals on the P-card. It is a taxable benefit and must be run through payroll.