

THE FOLLOWING IS AN EXCERPT FROM THE ARIZONA ACCOUNTING MANUAL FOR EMPLOYEES TRAVELING ON OFFICAL STATE BUSINESS

Meal Allowances

- (1) General—Regardless of any circumstance or condition, a traveler may not claim reimbursement for more than three (3) meals in any single calendar day or in any period of twenty-four (24) consecutive hours. Reimbursement of meals and incidental expenses shall not exceed those amounts allowed by State Travel Policy. Except as may be otherwise specifically herein provided, to be reimbursed, meals must be purchased and consumed more than thirty-five (35) miles from both the traveler's home and duty post. To be reimbursed for any meal, the traveler must show where and when the trip began and ended.
- (2) Full Day Allowances – Except as may be otherwise provided, a travel day of fourteen (14) or more hours shall be considered a full day and entitle the traveler to reimbursement for up to three (3) meals. Exceptions include circumstances under which the traveler is by some other means (such as meals served at a conference or on a plane) provided one or more meals during the course of a day.
- (3) Partial Day Allowances – When the travel day is less than a full day as described above, the following guidelines shall be applied to the reimbursement of amounts spent for meals:

Breakfast – Breakfast qualifies for reimbursement up to the lesser of the amount actually spent for the meal or the amount allowed for this meal when:

either:

1. Travel begins two (2) or more hours before the start of the traveler's normal shift; and
2. The traveler's travel day is at least ten (10) hours long; and
3. The traveler's travel day is at least two (2) hours longer than his or her normal shift; and
4. The traveler is in travel status for at least four (4) continuous hours.

or:

1. The traveler, having been in travel status continually from the previous day's overnight travel, remains in travel status for at least two (2) hours before returning to his or her home.

Lunch – Lunch qualifies for reimbursement up to the lesser of the amount actually spent for the meal or the amount allowed for this meal when:

1. Travel begins either before or not later than four (4) or fewer hours after the start of the traveler's workday; and
2. The traveler's workday, uninterrupted except by lunch, has a length of at least eight (8) working hours; and
3. Traveler is in travel status for at least six (6) continuous hours; and
4. Lunch is purchased and consumed at least two (2) hours but not more than eight (8) hours after the earlier of the beginning of the workday or the time when travel status began.

Dinner – Dinner qualifies for reimbursement up to the lesser of the amount actually spent for the meal or the amount allowed for this meal when:

either:

1. Travel extends two (2) or more hours after the end of the traveler's normal shift; and
2. The traveler's travel day is at least twelve (12) hours long; and
3. Traveler is in travel status for at least four (4) continuous hours.

or:

Traveler leaves from his or her duty post for overnight travel.

or:

If the traveler leaves for overnight travel from some location other than his or her duty post, the time of traveler's departure is no more than two (2) hours after the end of the traveler's workday.

*Meal Ex
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