

Meals

There are 2 Travel classifications for meals:

Class A Travel: continuous travel of 24 hours or more away from official headquarters.

Class B Travel: continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Meals Allowances:

Breakfast - \$6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)

Lunch - \$11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)

Dinner - \$19.00 (When travel begins before 6 p.m. and extends beyond 8 p.m.)

Guidelines:

Be sure to mark the meal allowance as provided if it is included in the paid registration fee, even if the traveler did not eat the meal for personal reasons.

Meal allowance can be claimed if meals are provided by a hotel or airline.

Class C Travel has been reviewed by the state legislature and meals are no longer reimbursed to travelers.

For further information regarding travel meals, please refer to the UWF Travel Manual.