

### **1C-3 Travel Policy – Revision October 2, 2021**

#### **Meal Allowance**

The County has determined that meals and associated gratuities where travel requires an overnight stay should be paid on a per diem basis at a rate established by Commissioners' Court. The current rate is \$54 per day, according to the following breakdown:

\$13.00 – Breakfast

\$15.00 – Lunch

\$26.00 – Dinner

\$54.00 - Maximum per diem per day

The allowance will be prorated for partial days. If a full meal is provided as part of a conference registration package, the employee is required to participate in that event and reduce his or her diem reimbursement according to the \$54 daily allowance. Meal tips are included in the per diem rate and should not be reported separately. For conferences attended, a copy of the conference outline/program agenda shall be attached to the expense report which will reflect meals provided. Reimbursement may be obtained in advance by submitting a reimbursement request at least three (3) days prior to your departure to the Auditor's Office.

Reimbursement for meals for travel that does not include an overnight rest period will be reimbursed on the employee's next paycheck after proper presentation of receipts. These meals are taxable to the employee because travel away from home requires an overnight rest period for them to be excludable as per IRS requirements.

Meals will not be paid for travel within the 25-mile radius. Meals included in professional meetings where the meal is not billed separately from the registration will be reimbursed. All business meal reimbursement requests must identify the business partners in attendance and provide an explanation of the County business that was conducted. Alcoholic beverages will not be reimbursed. Reasonable tips (15%) on business meals are acceptable. **Also See Section 4 for Addendum regarding Meal Reimbursement for one day seminars and business meetings.**