



**Controller's Office – Travel Department  
Meal Per Diem**

A. In-State/Out of State Meals

- i. When on travel status, meals will be reimbursed based on time of departure and time of return up to the maximum allowance shown below. Receipts are not required. These rates are applicable to all sources of funds.
- ii. Maximum meal allowances (as of July 1, 2019):

Time of Departure	Time of Return	Meal	In-State	Out-of-State
Before 6:30am	After 11:00am	Breakfast	\$8.00	\$10.00
Before 11:00am	After 1:30pm	Lunch	\$10.00	\$15.00
Before 5:15pm	After 8:30pm	Dinner	\$17.00	\$25.00
All Day	All Day	All Meals	\$35.00	\$50.00

B. One-day meal reimbursements are prohibited.

C. Students and Non-employee meals (i.e. interviewee, consultant, speaker, etc) are reimbursed at the meal rates as listed in the Meal Allowance Matrix.

D. Foreign Travel- Meals

- i. When traveling outside the United States, Canada, and Puerto Rico if receipts are not provided, only the maximum daily rate for meals as established by the Federal Government for travel in foreign areas can be claimed. When claiming reimbursement for actual expenses of meals that exceed the daily rate, receipts are required. \*\*Reimbursement rates are listed in the M&IE Column. See daily rates:

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)