

**A3.14.7 Meals and Incidentals:** The College's reimbursement for meals is based on the Federal government's average per diem meals and incidental expense rate for cities throughout the United States. Reimbursement for meals is only when travel requires an overnight stay (specified by IRS regulations).

Meal allowance will be provided as follows:

<b>Breakfast</b>	\$10.00
<b>Lunch</b>	\$15.00
<b>Dinner</b>	\$26.00
<b>Incidentals</b>	\$3.00
<b>Total</b>	<b>\$ 54.00</b>

***Breakfast*** - if the employee departs before 6:00 a.m.

***Lunch*** - if the employee is away from the College after 1:00 p.m.

***Dinner*** - if the employee is away after 6:00 p.m.

Employees may charge the "incidentals" portion of the per diem allowance for each overnight stay they are out of town traveling on business. Per Diem may not be claimed if meals are included with the conference/meeting fees.

**A3.14.7.1** The College will not reimburse for meals for local travel.