

DISTRICT CREDIT CARDS ARE NOT TO BE USED TO CHARGE ADULT TRAVEL MEALS

The employee must pay for the meals out of pocket and receive reimbursement upon return from the travel. To obtain reimbursement, the returning employee needs to sign a District Meal Allowance voucher and present it to the administrator in charge of the travel budget for approval. The administrator in turn is to send the claim to Central Office Accounts Payable for payment. Reimbursements forms must be presented for payment within 30 days of the employee's return.

MEAL ALLOWANCE CHART

	In-State	Out-of-State
6 hours	\$7.00	\$8.50
9 hours	\$10.50	\$12.75
12 hours	\$14.00	\$17.00
15 hours	\$17.50	\$21.25
18 hours	\$21.00	\$25.50
21 hours	\$24.50	\$29.75
24 hours	\$28.00	\$34.00
27 hours	\$31.50	\$38.25
30 hours	\$35.00	\$42.50
33 hours	\$38.50	\$46.75
36 hours	\$42.00	\$51.00
39 hours	\$45.50	\$55.25
42 hours	\$49.00	\$59.50
45 hours	\$52.50	\$63.75
48 hours	\$56.00	\$68.00
51 hours	\$59.50	\$72.25
54 hours	\$63.00	\$76.50
57 hours	\$66.50	\$80.75
60 hours	\$70.00	\$85.00
63 hours	\$73.50	\$89.25
66 hours	\$77.00	\$93.50
69 hours	\$80.50	\$97.75
72 hours	\$84.00	\$102.00