

Travel Meals

- **Day Business Travel**

- **Overnight Business Travel**

Note: These conditions are exclusive. That is, a traveler cannot be in both conditions on the same trip. The traveler is either on a day trip or an overnight trip.

Meals – Day Business Travel

- Day Business Travel = Travel that does not include an overnight stay
 - Duration of the Business Travel must be at least eight hours
 - A meal is/are not provided or paid by another entity
 - Receipts required
 - Reimbursements are taxable

Meals – Day Business Travel (cont'd.)

- Reimbursement may not exceed the applicable GSA rate
- Meal times are specified in the Procedure:

Meal	Time Period Served
Breakfast	5AM – 9AM
Lunch	11AM – 2PM
Dinner	4PM – 10PM

Meals – Day Business Travel (cont'd.)

- Operational Units may elect to disallow payments for Day Business Travel meals. It is recommended that the traveler consult with the Operational Unit's Travel Approver **prior to the trip** to determine whether a meal may be reimbursed.
- Operational Units have the authority to establish additional requirements for Day Business Travel meals. An Operational Unit's requirements may supplement, but may not replace, or be less restrictive than, the requirements set forth in this Procedure. Operational Unit requirements must be consistent with IRS regulations and applicable USM and UMB policies.

Meals – Overnight Business Travel

- Overnight Business Travel = Travel that includes an overnight stay
 - Day of Departure and Day of Return:
 - 75% of the total daily GSA per diem for domestic travel
 - 75% of the total daily Dept. of State per diem for international travel

Meals – Overnight Business Travel

- Meals for Overnight Business Travel are reimbursed using per diem rates (which include tax and tip).
- The maximum allowable reimbursement for domestic travel personal meals is the standard meal rate published on the U.S. General Services (GSA) website and is based on the location of the work activities and as evidenced in the agenda. –
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- The maximum allowable reimbursement for International Travel personal meals is the applicable U.S. Department of State Meal Rate, excluding the incidental rate. –
https://aoprals.state.gov/web920/per_diem.asp

Meals – Overnight Business Travel (cont'd.)

- Domestic Scenario:
 - Charlie attends a conference in Atlanta from March 4 – March 8. He leaves Baltimore on March 4 and returns on March 8. The conference provides lunch each day.

Meals – Overnight Business Travel (cont'd.)

- Eligible Meals:

	Breakfast	Lunch	Dinner
March 4	-----55.50-----		
March 5	17.00	0.00	34.00
March 6	17.00	0.00	34.00
March 7	17.00	0.00	34.00
March 8	-----55.50-----		

- GSA Rate for Atlanta:
- Breakfast - 17.00, Lunch - 18.00, Dinner - 34.00
- Total = 69.00 + 5.00 Incidentals=74.00
- 74.00 X 75% = 55.50

Meals – Overnight Business Travel (cont'd.)

- International Scenario:
 - Susie attends a conference in London from March 4 – March 7. She leaves Baltimore on March 3 and returns on March 8. The conference provides lunch each day.

Meals – Overnight Business Travel (cont'd.)

- Eligible Meals:

	Breakfast	Lunch	Dinner
March 3	-----129.75-----		
March 4	26.00	0.00	69.00
March 5	26.00	0.00	69.00
March 6	26.00	0.00	69.00
March 7	26.00	0.00	69.00
March 8	-----129.75-----		

- Rate for London:
- Breakfast – 26.00, Lunch - 43.00, Dinner - 69.00
- Total = 153.00+35.00 for incidentals = 173.00
- $173.00 \times 75\% = 129.75$

Business Meals

- Policy: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-9900a.php>
- Procedure: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/food-and-business-meals.php>

Business Meals

- **Business Meal-** A meal, generally occurring off campus, involving one or more non-UMB employees where the business purpose for the expense is clearly identified.
- **Food/Catering Services-** The purchase of meals or refreshments served on UMB property or at an off-campus location for a group of people.
- Read the Policy and Procedure for details, allowable, and unallowable purchases.

Business Meals

- Business Meals are processed in the Concur, but are subject to the Food and Business Meals Expense Policy and Procedure
- Satisfy specific conditions:
 - FSBMA Form, or equivalent, is required
 - Detailed receipts showing items purchased
 - Per Person time and expenditure restrictions (see the Rates page:
<https://www.umaryland.edu/controller/rates/>)