August 30, 2011

FISCAL MEMORANDUM 11-08

TO: TTI Employees

SUBJECT: Changes to the In-State Meals and Lodging Rates

The 82nd Legislature made numerous changes to Article IX of the General Appropriations Act that take effect September 1, 2011. One of the changes found in the Travel Regulations in the Meals and Lodging In-state and Out-of-state section removes the authority for the State Comptroller to establish non-listed General Services Administration’s (GSA) rates. Consequently, state employees will be limited to the GSA’s mandated standard rate when traveling to non-listed locations.

Agencies are required to use the General Services Administration (GSA)’s federal travel rates to determine the maximum meals and lodging reimbursement rates for in-state as well as out-of-state travel. Agencies will continue to use the standard rate for in-state and out-of-state locations not specifically listed in the federal rates. The standard rate for in-state will be $77 maximum for lodging and $46 maximum for meals. The current federal Fiscal Year (FY) 2011 travel rates are effective through September 30, 2011.

A state employee may claim less than the maximum meal rate for a duty point for in-state as well as out-of-state travel and use the amount of the reduction to increase the maximum lodging rate for the duty point.

Maximum meal allowances for breakfast, lunch, and dinner have been established for in-state travel for departure and return days. The meal allowances are based on the departure and return times and are applicable to all overnight in-state reimbursements, regardless of the sponsor or other source of funds. Using the GSA federal travel rates, determine the maximum meal allowance for the duty point and then refer to the chart below to find the maximum that can be reimbursed based upon departure and return times.
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Federal Travel Rates  
Effective October 1, 2010 through September 30, 2011

<table>
<thead>
<tr>
<th>Meals</th>
<th>Total</th>
<th>$46</th>
<th>$51</th>
<th>$56</th>
<th>$61</th>
<th>$66</th>
<th>$71</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Leave headquarters before 6 a.m. or return after 8 a.m.)</td>
<td>$12</td>
<td>$14</td>
<td>$16</td>
<td>$17</td>
<td>$18</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Leave headquarters before 11 a.m. or return after 1 p.m.)</td>
<td>$15</td>
<td>$17</td>
<td>$18</td>
<td>$20</td>
<td>$22</td>
<td>$23</td>
<td></td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Leave headquarters before 6 p.m. or return after 7 p.m.)</td>
<td>$19</td>
<td>$20</td>
<td>$22</td>
<td>$24</td>
<td>$26</td>
<td>$28</td>
<td></td>
</tr>
</tbody>
</table>

Please remember that these breakdowns are not automatic, per diem allowances. All meals claimed should be for actual expenses only.

If an employee has actual meal expenses greater than these allowances on the departure or return dates and would like to be reimbursed for the actual expense (up to the daily allowance based on duty point), itemized receipts must be submitted with the employee’s travel voucher. “Breakfast”, “lunch” or “dinner” should be written on the receipt before it is submitted with the travel voucher.

**Travel Reminders:**

- Check the [State Travel Management Program](#) website for contract hotel listings.

- When attending a conference, meeting or event in which one or more meals are covered by a registration fee or paid by an outside individual, an employee may not claim the expense(s) if he/she ate the meal(s) provided.

- Alcohol and gratuities are not reimbursable.

- When an employee signs a travel reimbursement voucher, he/she is certifying that the meal expenses being claimed were actual expenditures incurred.

If you have any questions concerning travel rules and regulations, please contact Charlene Meier at 845-9855, Maggie King at 845-9859, or Beth Roach at 845-9931.

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Don Bugh  
Executive Associate Director