September 21, 2011

FISCAL MEMORANDUM 12-02

TO: TTI Employees

SUBJECT: Meals and Lodging Rates for October 1, 2011 – September 30, 2012

The U.S. General Services Administration (GSA) has set the meals and lodging rates for the federal fiscal year 2012 (October 1, 2011 – September 30, 2012). Texas state agencies are required to use the GSA’s federal travel rates to determine the maximum meals and lodging reimbursement rates for in-state and out-of-state travel. The GSA’s standard rate will be used for in-state and out-of-state locations not specifically listed in the federal rates.

The in-state meal rates have not changed. TTI will continue to use the chart below to determine the maximum meal allowance that can be reimbursed based upon departure and return times. The meal allowances 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 to find the maximum that can be reimbursed based upon departure and return times.

<table>
<thead>
<tr>
<th>Meals 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> (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>
</tr>
<tr>
<td><strong>Lunch</strong> (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>
</tr>
<tr>
<td><strong>Dinner</strong> (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>
</tr>
</tbody>
</table>

Please remember that these break downs 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:**

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

- 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.

Don Bugh  
Executive Associate Director