

Meal Receipt Form - Please attach your meal receipts by day

Date _____

Location _____

Breakfast

Lunch

Dinner

- 1) Lunch for 1-day travel is not reimbursable.
- 2) Breakfast maybe reimbursed if departure is before 6:30 am or 1.5 hours before the employee begins work, whichever is earlier.
- 3) Lunch maybe reimbursed if, for overnight travel, departure is at or before 11 am or the return time is at or after 2 pm.
- 4) Dinner mayber reimbursed if the return time is after 7 pm or 2 hours after the employee's workday ends, whichever is later.
- 5) Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located are not reimbursable.