

**To:** Joe Gorton, President, United Faculty

**From:** Gloria Gibson, Executive Vice President and Provost



**Date:** May 22, 2014

**Re:** Meal reimbursement rates for faculty members traveling with summer study abroad programs

Section 6.3 of the Master Agreement states that “[t]he University shall pay Faculty Members travel expenses related to international study abroad teaching.” You have asked for clarification regarding the meal reimbursement rates that apply under section 6.3, and this memo sets forth such rates. The following guidelines shall apply when faculty members seek reimbursement for meals during their travels with summer study abroad programs. The rates below are the maximum amounts permitted for faculty members traveling with a summer study abroad program. Please refer to the UNI travel guidelines, which can be found at [https://www.vpaf.uni.edu/obo/accounts\\_payable/tguide.shtml](https://www.vpaf.uni.edu/obo/accounts_payable/tguide.shtml), regarding other travel-related guidance.

The traveler must be in travel status during the following time frames to qualify for individual meal reimbursements. Travel status is defined as the time the traveler leaves his/her home or office until the time the traveler returns to his or her home or office.

	<b>Must Leave Prior to</b>	<b>Must Continue Past</b>
<b>Breakfast</b>	6:00 am	8:00 am
<b>Lunch</b>	11:00 am	1:00 pm
<b>Dinner</b>	5:30 pm	7:30 pm

- State policy does *not* permit reimbursement for alcoholic beverages.
- Individual reimbursement will *not* be made for group meals included.
- When a group meal is held the traveler will be eligible for reimbursement for the remaining meals consumed during the day, not to exceed the combined maximum as outlined below. For example, if a group lunch is held, during a full day of travel, the employee would be eligible for a maximum reimbursement of \$28 for the remainder of the day.

Reimbursement will be made for the actual meal cost, including a reasonable gratuity, subject to the following maximums:

	<b>In State</b>	<b>Out of State/Foreign</b>
<b>Breakfast</b>	\$6.00	\$8.00
<b>Lunch</b>	\$9.00	\$12.00
<b>Dinner</b>	\$16.00	\$20.00
<b>Daily Total</b>	<b>\$31.00</b>	<b>\$40.00</b>

- For partial days of travel, the actual amount for each meal will be reimbursed.

- For a whole day of travel, the total amount for each day applies and allows individual meal flexibility.
- *Receipts are not required for meals.*
- The traveler should itemize meal costs (including tips) by day, showing the cost of each meal in the columns provided for this purpose.