How should I pay for meals while traveling?

Tell Me

1. The traveler should pay for meals using personal funds.
2. When traveling, meal reimbursements are limited to subsistence rates based on State policy.
3. After travel is complete, submit a Travel Reimbursement & Expense Report (TRER) form to be reimbursed for meal expenses not provided while traveling on University business.
4. To request reimbursement for meal expenses incurred while on University business but not in travel status, use an Employee & Student Direct Pay Request (ESDPR) form.
5. Refer to this FAQ for clarification on travel status.

Related Articles

- What payment method do I use if I can't issue a PO?
- How should I pay for meals while traveling?
- How do I arrange to pick a check up?
- How is travel status determined?
- How do I submit documents using the Imaging Document Submission (IDS) TCP Invoices eForm?

FAQ

1. If you are looking for guidance on paying for catering or food for events, refer to the Food and Beverage "How To" guide.
2. Costs for a traveler's subsistence meals cannot be paid for using a P-card, whether or not they have the hospitality profile.
3. For specific travel procedures and a list of allowable and non-allowable travel items, refer to the Travel Manual and the Purchasing Card Manual.