

Frequently Asked Questions - Meal Reimbursement

Question: What are the new meal rates and when do they begin?

Answer: The new meal rates are effective starting July 1, 2014 as noted below:

- In State: \$7.00 breakfast, \$10.00 lunch, \$18.00 dinner.
- Out of State: \$9.00 breakfast, \$14.00 lunch, \$22.00 dinner.

Question: Will these need to be itemized receipts or can it just be the total of what they paid?

Answer: Itemized receipts are preferred!

Question: How is a tip counted?

Answer: A standard tip of 15% is allowed, and will be reimbursed up to but not to exceed, the individual maximum meal amount.

Question: Receipts are for food only?

Answer: Yes. No alcoholic beverages should be included on your meal reimbursement. If alcoholic beverages are on your receipt, please subtract before requesting your reimbursement.

Question: Who do I give my receipts too and what is the process for submitting them?

Answer: You can submit your receipts directly to your secretary for monthly processing. We are no longer requiring you to fill out the extra form to attach your receipt too. You can scan your receipts to your secretary, but please remember to include your name on the receipts so they can be matched up with your monthly travel report from the AEA Manager.

Question: Will I still receive a total daily amount?

Answer: No. Each meal rate is reimbursed independently.

Question: When can we get reimbursed for meals?

Answer: You will be reimbursement for meals 'out of area' and 'out state'.

Question: Do I have to leave town by a certain time, or arrive home after a certain time, in order to claim a meal?

Answer: No.

Question: What if I'm at a meeting and we order pizza or subs as a group and the bill is split between everyone who is attending the meeting and I don't have a receipt to turn in?

Answer: In these instances we are accepting a handwritten receipt documenting the information. Please include the meeting information: name, date, location and amount requesting.