

Original itemized receipts for lodging expenditures are required. (Personal credit card receipts maybe required for proof of payment.) The lodging receipt must show a zero balance, indicating payment has been made.

Lodging may be prepaid upon receipt of a completed requisition including the hotel name and address, day rate, tax rate (if room waiver is not accepted), and confirmation number and a signed copy of the travel and conference form. The completed requisition must be received in District Office Purchasing Department 30 days prior to the date of travel. Lodging checks will be mailed to the hotel unless otherwise indicated on the requisition. Original itemized lodging receipts are required for reimbursement. Reimbursement will be made for lodging and taxes (see room tax waiver) only. Other incidentals, such as in-room movies, etc., relating to room expenses do not qualify for reimbursement.

#### Meals

Meal reimbursements shall be limited to actual costs at the following maximum daily rates, whichever is less:

Breakfast:	\$10.00
Lunch:	\$15.00
Dinner:	\$30.00

Any exceptions to the meal allowances must be approved by the Chancellor or his/her designee. Alcohol is not a reimbursable expense.

#### Fractional Day - Trip of less than 24 hours

- Trip must begin at or before 6 am and end at or after 9 am in order to claim breakfast.
- Trip must begin at or before 11 am and end at or after 2 pm in order to claim lunch.
- Trip must begin at or before 4 pm and end at or after 7 pm in order to claim dinner.

#### First Day: Trip of more than 24 hours:

- Trip begins at or before 6 am: may claim breakfast
- Trip begins at or before 11 am: may claim lunch
- Trip begins at or before 5 pm: may claim dinner

#### Fractional Day - After 24 hours of travel:

- Trip ends at or after 8 am: may claim breakfast
- Trip ends at or after 2 pm: may claim lunch
- Trip ends at or after 7 pm: may claim dinner

Reimbursement for meals is not permitted for travel within the District, including local conferences, unless included in the price of the conference.

Meals included in airfare, or hotel (e.g. continental breakfast) and conference fees, or otherwise provided may not be claimed for reimbursement.