

NEOLA Travel Policies Effective July 1, 2011

- 1 New Request for Professional Leave - 3 part form 3440F1 and 4440F1 (same form for both)
- 2 Revised Travel Reimbursement form 3440F2 and 4440F2 (same form for both)
- 3 No Receipts required for **meals** if you pay for them out of your pocket and turn in for reimbursement
- 4 All receipts will still be required if you use the County P Card
- 5 For meals we are going to use the US General Services Administration Rate for Continental USA
<http://www.gsa.gov/mie>
- 6 Meal reimbursement rate will be \$46.00 in state and out of state
- 7 The current rate is as follows

	Full Day	First/last day of Travel 75%
Breakfast	7.00	5.25
Lunch	11.00	8.25
Dinner	23.00	17.25
Incidentals	5.00	3.75
Totals	\$46.00	\$34.50

- 8 If meals are provided by **Hotel or Conference** deduct those meals from the amount from the daily allowance at 100% on full days and at the 75% on travel days
- 9 Mileage reimbursement rate \$_____ Rate usually changes Jan 1, xx

Some examples of how your meal reimbursement would look

Date	Travel First Day 75%	Full Day 100%	Travel Last Day 75%	
7.11.11 travel day	34.50			No meals provided
7.12.11 full day		46.00		No Meals provided
7.13.11 full day		35.00		Breakfast provided
				(46-breakfast 11=35)
7.13.11 full day		23.00		Dinner provided
				(46.00-dinner 23.00 = 23.00)
7.14.11 full day		35.00		Lunch Provided
				(46.00- lunch 11.00 = 35.00)
7.15.11 travel day			29.25	Breakfast provided
				(34.50- breakfast of 5.25=29.25)

Start with the full amount and deduct out the meal that is being provided, you should always get inside