

Revised May 6, 2024

Guidance on Reimbursement for a meal when lodging expense is not incurred

Division of Field Operations and the Division of Project Delivery

Effective date: September 6, 2021

The Divisions will follow the guidance set forth in the State of Kansas Travel Information for State Employees handbook as it relates to the reimbursement of a meal when lodging expense is not incurred. There are two requirements as spelled out below:

- The employee must work 3 hours or more beyond their regularly scheduled workday.
- The work location must be more than 30 miles from their official station. For this reimbursement, the entire work location must be more than 30 miles from the official station.

Expense reports will be filled out and submitted for 2-week periods in alignment with the schedule for timesheets with the following information required:

- The hours worked on those days.
- The location of the work.
- The distance from the work location to the official station.
- The employees normal scheduled work hours.
- Time taken for meals.

Hours shown on the expense report must match with what the employee enters on their time sheet. It has been decided that in most cases the dinner meal will be reimbursed which is equal to 50% of the Daily M& IE rate. If time is taken away from work to eat this meal, that time shall be deducted from the hours worked that day. It is allowable for the employee to eat this meal on the way home from their official station. Hours worked must be continuous.

Approval for reimbursement will be made by the same process as all other travel reimbursements.

This policy is a change from past practice by these Divisions and will be evaluated as we monitor its use. Changes to the policy may be made at any time in the future.

This is a request for reimbursement for a meal, and although no receipts are required, there is an expectation that a meal, above what an employee would supply in a normal workday, is paid for by the employee.

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The paragraphs below are from the State of Kansas Travel Information for State Employees Handbook.

(D) Exception to the M&IE rate for single day trips. The agency head or designee may authorize reimbursement to employees for one meal per day in the following circumstances when lodging expense is not incurred:

1. The employee is required to travel on official state business and the employee's workday, including travel time, is extended three hours or more beyond the employee's regularly scheduled workday; or
2. The employee is required to attend a conference or a meeting as an official guest or participant and a meal is served during the required attendance time. M&IE cannot be reimbursed if the place at which the official business is conducted is within 30 miles of the employee's official station or if a meal is provided at no cost to the employee. Each request for reimbursement shall, at a minimum, identify the date, departure time, arrival time, destination, meal requested, and the purpose of travel. When entering a travel expense report in SMART, the expense type "Same Day Travel Meal" should be selected and the meal requested for reimbursement (e.g., lunch) should be selected. The employee's scheduled work hours for the day (e.g., 8 a.m. – 5 p.m.) should be entered in the description field. Receipts are not required and there is no provision to reimburse an employee if the actual cost of a meal exceeds the M&IE reimbursement. One breakfast, lunch or dinner may be paid, as determined by the agency head or designee, at the following percentage of the daily M&IE rate: Breakfast Lunch Dinner Reimbursed % of Daily M&IE Rate 15% 35% 50%

Frequently asked questions regarding reimbursement of a meal without overnight travel can be found at <https://www.admin.ks.gov/offices/oar/travel-information-for-stateemployees/faq-regarding-reimbursement-of-a-meal-without-overnight-travel>

(References: K.A.R. 1-16-3c, 1-16-18, K.S.A. 75-3201, 75-3207, 75-3207a)