

◆ **Out-of-State Travel**

The basic meal allowance for a 24-hour period of travel is \$46.00, to be computed as follows:

<u>Meals</u>	<u>Rate</u>
Breakfast	\$ 10.00
Lunch	14.00
Dinner	<u>22.00</u>
Total	<u>\$46.00</u>

◆ **Out-of-State Travelers Who Come to Utah**

When the State of Utah pays for an out-of-state person to travel to Utah, the traveler may be reimbursed up to the out-of-state meal per-diem amounts shown above.

Exceptions may be allowed for unusual circumstances when approved in writing by the executive director or designee prior to the trip.

Premium Cities

The traveler may choose to accept the per diem rate for out-of-state travel or to be reimbursed at the actual meal cost, with original receipts, up to \$62 per day. The traveler will qualify for premium rates on the day travel begins and/or the day travel ends only if the trip is of sufficient duration to qualify for all meals on those days. The traveler may choose different reimbursement methods during the trip; however, he/she must use the same method of reimbursement for an entire day. Reimbursement is for the traveler only. If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only. Actual meal cost includes tax and tip. **Alcoholic beverages are not reimbursable.**

The premium cities are:

- ◆ Arlington
- ◆ Baltimore
- ◆ Boston
- ◆ Chicago
- ◆ Los Angeles
- ◆ New York
- ◆ San Diego
- ◆ San Francisco
- ◆ Washington DC