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♦ **Out-of-State Travel**

The basic meal allowance for a 24-hour period of travel is \$47.00, to be computed as follows:

<b><u>Meals</u></b>	<b><u>Rate</u></b>
Breakfast	\$ 10.00
Lunch	14.00
Dinner	<u>23.00</u>
<b>Total</b>	<b><u>\$47.00</u></b>

♦ **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 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
- ♦ Atlanta
- ♦ Baltimore
- ♦ Boston
- ♦ Chicago
- ♦ Los Angeles
- ♦ New York
- ♦ Orlando
- ♦ San Diego
- ♦ San Francisco
- ♦ Washington DC