

**FISCAL MANAGEMENT****TRAVEL AND EXPENSE ACCOUNT - MEAL ALLOWANCE FOR EMPLOYEES**

When it becomes necessary for Employees to purchase meals while on an authorized trip, the following meal allowances will be reimbursable:

Breakfast	(maximum) Eight Dollars	\$11.00
Lunch	(maximum) Eleven Dollars	\$12.00
Dinner	(maximum) Twenty Dollars	\$23.00

If it is necessary to purchase three meals during the day, the daily in state total is not to exceed \$46.00, based on the most recently published standard meal allowance from the Internal Revenue Service.

All Meal receipts must be attached to the travel expense form. Meal reimbursements will be made for overnight trips only. The first and last day of travel will be limited to the lesser of 75% of the total daily meal allowance or the total of the meals available during travel.

**REGULATION REVIEWED:** April 10, 2017

**REGULATION REVISED:** April 10, 2017

**REGULATION REVISED:** December 19, 2003

**REGULATION REVISED:** January 13, 2003

**REGULATION ADOPTED:** October 11, 1977

**OHIO COUNTY BOARD OF EDUCATION**