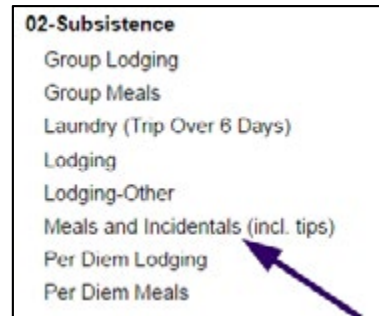


- Meals are only reimbursable for travel with an overnight stay involved.
- Daily total for meals and incidentals is \$62.00
 - Incidental expenses include tips and fees for services such as baggage handlers, maid service or shuttle drivers. Tips on food or taxes is added into the corresponding expense and is not an incidental.
- Travelers may seek reimbursement only for their actual expenses.
- Receipts are not required for meals unless the daily limit of \$62.00 is exceeded. Any amount over \$62.00 will not be reimbursed.
- Travelers can be required to submit meal receipts if it appears that they are treating the daily limit as a per diem by routinely claiming the full amount.

1. Select expense type “Meals and Incidentals (including tips)”.
2. Fill in required fields. All meal and incidental expenses can be added together into one entry.
 - a. Transaction Date
 - b. City of Purchase
 - c. Total amount for transaction date.



3. Click “Save”.
4. Repeat for each date of the trip.

<input type="checkbox"/>	04/18/2017	Meals and Incidentals (incl. tip) San Diego, California	\$29.12	\$29.12
<input type="checkbox"/>	04/17/2017	Meals and Incidentals (incl. tip) San Diego, California	\$52.13	\$52.13