Is It Within 10 Miles?

Is It A Business Meal?

State Employee

Employee Meals May Be Paid With Self-Generated Funds If Program Related Or Directly Paid With Foundation Funds. Use account code 7341

Is It A Business Meal?

No Reimbursement

Paid with unrestricted funds up to per diem. Excess allowed with program or Foundation funds. Use account code 7341

Is It Overnight?

YES

Employee in Travel Status. Employee's Meal Reimbursed On Travel Voucher. Account code 6XXX.

NO

Use account code 7341

Use Travel account code 6XXX.

NOTE: This decision tree should be used in conjunction with the Business Meals section of the Disbursement Guidelines.