

**Meals Special Authorization Form**

Reimbursement for meals is not normally allowed while in travel status without an overnight stay, whether in-state or out-of-state. Under a 'special authorization' meals may be reimbursed if clear justification is provided showing economic benefit to the State (e.g. a long travel day where traveler returns home for the night rather than incurring overnight lodging expenses). A Special Authorization Form must be filled out, signed, and attached to the Statement of Traveling Expenses to request reimbursement. Claims shall not exceed the maximum daily allowance plus applicable sales tax. Reimbursement is to be claimed for actual expenses incurred. Maximum must not be claimed unless expenditures were actually made.

**Economic Benefit Justification:**

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The maximum full day meal allowance will be the Federal-per-Diem rate depending on destination location.

**NOTE:**

This form must be attached to the completed Statement of Travel Expense Form.

By signing, the traveler and Department Head, or other authorized agent acknowledge that a 'special authorization' is requested.

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Traveler's Signature

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Department Head or other Authorized Agent