

**NCSSSA**  
**Meal Reimbursement Policy**  
**Effective April 9, 2014**

---

For travel involving an overnight stay, the traveler will be reimbursed for meals according to the time of departure (first day) and return (last day) within the following times:

**First day**

Departing prior to 8:00 AM - breakfast, lunch, and dinner will be paid at the full day amount.

Departing after 8:00 AM and before 11:00 AM - lunch and dinner will be paid at the partial day amount.

Departing after 11:00 AM and before 5:00 PM - dinner will be paid at the partial day amount.

**Last day**

Returning after 9:00 AM and prior to 11:00 AM - breakfast will be paid at the partial day amount.

Returning after 11:00 AM and before 7:00 PM - breakfast and lunch will be paid at the partial day amount.

Returning after 7:00 PM - breakfast, lunch, and dinner will be paid at the full day amount.

Per Diem is defined as the reimbursement for meals, meal gratuities, and fees and tips given to porters, baggage carriers, bellhops, and hotel housekeepers.

If meals are furnished as part of a conference registration fee, the employee shall be reimbursed for meals not provided according to the partial day rate.

If traveler is in travel status and the hotel he or she is staying at offers a continental breakfast, the traveler is not obligated to eat the continental breakfast. If the traveler chooses to eat the continental breakfast, the meal cannot be included in the request for reimbursement (use partial day rate).

Full and partial day amounts are based on the current U.S. General Services Administration (GSA) rates for the continental United States rates (CONUS). Rates are set by fiscal year, effective October 1.

GSA Full Day Rate                      <http://www.gsa.gov/portal/category/100120>

GSA Partial Day Rate                      <http://www.gsa.gov/portal/content/101518>