



George Deukmejian, Governor

**TO:** PERSONNEL MANAGEMENT LIAISONS

**REFERENCE CODE:** 86-11-1  
**EFFECTIVE DATE:** May 1, 1986  
**EXPIRATION DATE:** Indefinite  
**DATE OF ISSUE:** April 29, 1986

**SUBJECT:** Meal Expenses While on Travel Status

The following time frames are applicable for the payment of meal expenses for employees in all bargaining units and excluded employees with the exception of managerial employees and members of non-salaried boards, commissions or committees while attending meetings.

**Breakfast** may be claimed when travel commences at or prior to 6:00 a.m. whether on a one-day trip or on the first day of a trip of more than 24 hours; breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

**Lunch** may not be claimed for travel of less than 24 hours. Lunch may be claimed on the first day if the trip begins at or before 11:00 a.m.; and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m. Departments shall exercise discretion in the authorization of this allowance.

**Dinner** may be claimed on the first day if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m. whether on a one-day trip or on the last day of a trip of more than 24 hours.

Excluded and exempt managerial employees may claim meal expenses in accordance with Section 599.616 (a)(4) of the Department of Personnel Administration Regulations.

Members of non-salaried boards, commissions and duly constituted advisory committees are exempt from time constraints while attending board, commission or committee meetings in accordance with Section 599.623 (c).

If you have any questions, please call Diane Hachey, Personnel Services Branch at 324-0439, ATSS 454-0439.

  
Anne Bersinger, Chief  
Personnel Management Division