



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM88-08

EFFECTIVE DATE: As Indicated Below

EXPIRATION DATE: Indefinite

DATE OF ISSUE: April 13, 1988

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

ACCOUNTING OFFICERS
EMPLOYEE RELATIONS OFFICERS
HOLDERS OF THE SUPERVISOR'S TRAVEL GUIDE

SUBJECT: Meal Expenses While on Travel Status (Replaces Management Memo 86-11-1)

This memorandum defines the time frames for applicable meal allowances while on travel status.

Effective dates are as follows for all represented and nonrepresented employees:

July 1, 1987 for Bargaining Units 13 and 18.
July 8, 1987 for all nonrepresented employees.
July 20, 1987 for Bargaining Unit 5.
August 1, 1987 for Bargaining Units 10 and 16.
August 15, 1987 for Bargaining Unit 8.
August 22, 1987 for Bargaining Unit 20.
August 25, 1987 for Bargaining Units 1, 4, and 17.
August 26, 1987 for Bargaining Unit 15.
September 1, 1987 for Bargaining Units 2 and 9.
September 3, 1987 for Bargaining Unit 19.
September 9, 1987 for Bargaining Unit 14.
September 11, 1987 for Bargaining Unit 7.
October 23, 1987 for Bargaining Unit 6.
December 16, 1987 for Bargaining Unit 11
January 8, 1988 for Bargaining Unit 12
January 13, 1988 for Bargaining Unit 3

REPRESENTED EMPLOYEES

<u>Hours of Travel</u>	<u>Time Frames</u>	<u>Meal Allowances</u>
Less than 24 hours	leave before or at 6:00 a.m. <u>and</u> return at or after 9:00 a.m.	breakfast
	<p>Example: A represented employee who begins a trip at or before 6:00 a.m. and returns the same day after 9:00 a.m. may receive a breakfast allowance. A represented employee who begins a trip later than 6:00 a.m. will not receive a breakfast allowance.</p>	
Less than 24 hours	--	no lunch
Less than 24 hours	leave before or at 4:00 p.m. <u>and</u> return at or after 7:00 p.m.	dinner
	<p>Example: A represented employee who begins a trip at or before 4:00 p.m. and returns after 7:00 p.m. may receive a dinner allowance. An employee who begins a trip after 4:00 p.m. will not receive a dinner allowance.</p>	
24 hours	--	full meal allowance*
	<p>Example: A represented employee who is on travel status for 24 hours, regardless of time frames, may receive a "full meal allowance".</p>	
Last fractional part of more than 24 hours	begins before or at 6:00 a.m. <u>and</u> concludes at or after 9:00 a.m.	breakfast
	<p>Example: A represented employee, whose last fractional part of a trip of more than 24 hours begins at or before 6:00 a.m. and concludes at or after 9:00 a.m., may receive a breakfast allowance. A represented employee, whose last fractional part of a trip begins after 6:00 a.m. or concludes before 9:00 a.m., will not receive a breakfast allowance.</p>	
Last fractional part of more than 24 hours	begins before or at 11:00 a.m. <u>and</u> concludes at or after 2:00 p.m.	lunch
	<p>Example: A represented employee, whose last fractional part of a trip of more than 24 hours begins at or before 11:00 a.m. and concludes at or after 2:00 p.m., may receive a lunch allowance. A represented employee, whose last fractional part of a trip begins after 11:00 a.m. or concludes before 2:00 p.m., will not receive a lunch allowance.</p>	

*Full meal allowance - breakfast, lunch and dinner

Hours of Travel

Time Frames

Meal Allowances

Last fractional part of more than 24 hours

begins before or at 4:00 p.m. and concludes at or after 7:00 p.m.

dinner

Example: A represented employee, whose last fractional part of a trip of more than 24 hours begins at or before 4:00 p.m. and concludes at or after 7:00 p.m., may receive a dinner allowance. A represented employee, whose last fractional part of a trip begins after 4:00 p.m. or concludes before 7:00 p.m., will not receive a dinner allowance.

NONREPRESENTED EMPLOYEES

Less than 24 hours

one hour before the regularly scheduled work day

breakfast

Example: A nonrepresented employee on travel status who exceeds the beginning of the scheduled work day by one hour may receive a breakfast allowance.

Less than 24 hours

--

no lunch

Less than 24 hours

one hour after the regularly scheduled work day

dinner

Example: A nonrepresented employee on travel status who exceeds the end of the regularly scheduled work day by one hour may receive a dinner allowance.

24 hours

--

full meal allowance*

Example: A nonrepresented employee who is on travel status for 24 hours, regardless of time frames, may receive a "full meal allowance".

Last fractional part of more than 24 hours

return at or after 9:00 a.m.

breakfast

Example: A nonrepresented employee who returns the last day of a trip of more than 24 hours at or after 9:00 a.m. may receive a breakfast allowance.

Last fractional part of more than 24 hours

return at or after 2:00 p.m.

lunch

Example: A nonrepresented employee who returns the last day of a trip of more than 24 hours at or after 2:00 p.m. may receive a lunch allowance.

*Full meal allowance - breakfast, lunch and dinner

Hours of Travel

Time Frames

Meal Allowances

Last fractional part of more than 24 hours

return at or after 7:00 p.m.

dinner

Examples: A nonrepresented employee who returns the last day of a trip of more than 24 hours at or after 7:00 p.m. may receive a dinner allowance.

BOARD, COMMISSION OR COMMITTEE MEMBERS AND NONSALARIED ASSISTANTS, SPB

When members of boards, commissions or committees are on travel status they are governed by the same time frames as nonrepresented employees. Members of nonsalaried boards, commissions or committees may be reimbursed for actual expenses up to the maximum prescribed in DPA Rule 599.619 (a)(1) when attending board, commission and committee meetings. Persons who furnish nonsalaried assistance to the State Personnel Board or delegated departments during oral or written examinations are also exempt from the above time frames (DPA Regulation 599.637).

If you have any questions please call Jan Sale at 324-0439, ATSS 454-0439.


R. L. Rutherford, Manager
Personnel Services Branch