



Amy Collins
Associate Vice Provost, Finance and Administration
Office of the Provost Administrative Affairs

MEMO

From: Amy Collins

Date: October 21, 2024

Re: Extended Day Travel Meal Reimbursement

We recognize that individuals need to travel for University business that do not require an overnight stay. Usually this travel is longer than the normal work day and thus we have established for the Provost areas an exception called the "Extended Day Travel" policy.

"Extended Day Travel" is travel in or out of state for business purposes that is longer than a normal work day but does not require an overnight stay. In these circumstances, the traveler may receive reimbursement for up to 1 meal within the meal thresholds of the University (i.e. breakfast/lunch or dinner). Receipts are required for reimbursement. Payments to individuals for meals under this policy are taxable income to the individual per IRS guidelines and will be processed as a one-time payment in Workday.