

STATE OF SC MEAL REIMBURSEMENT CHART

In State - Maximum of \$25.00/Day = \$6.00 Breakfast/\$7.00 Lunch/\$12.00 Dinner

<p>When Departure Time Is: PRIOR TO 6:30 A.M.</p> <p>When Departure Time Is: PRIOR TO 6:30 A.M.</p> <p>When Departure Time Is: PRIOR TO 6:30 A.M.</p>	<p>And Return Time is: LATER THAN 11:00 A.M. then claim</p> <p>And Return Time is: LATER THAN 1:30 P.M. then claim</p> <p>And Return Time is: LATER THAN 8:30 P.M. then claim</p>	<p>*\$6.00 Breakfast</p> <p>*\$13.00 Breakfast and Lunch</p> <p>*\$25.00 Breakfast, Lunch and Dinner</p>
<p>When Departure Time Is: LATER THAN 6:30 A.M. & PRIOR TO 11:00 A.M.</p> <p>When Departure Time Is: LATER THAN 6:30 A.M. & PRIOR TO 11:00 A.M.</p>	<p>And Return Time is: LATER THAN 1:30 P.M. then claim</p> <p>And Return Time is: LATER THAN 8:30 P.M. then claim</p>	<p>*\$7.00 Lunch</p> <p>*\$19.00 Lunch and Dinner</p>
<p>When Departure Time Is: LATER THAN 11:00 A.M. & PRIOR TO 5:15 P.M.</p>	<p>And Return Time is: LATER THAN 8:30 P.M. then claim</p>	<p>*\$12.00 Dinner</p>

Out of State - Maximum of \$32.00/Day = \$7.00 Breakfast/\$9.00 Lunch/\$16.00 Dinner

<p>When Departure Time Is: PRIOR TO 6:30 A.M.</p> <p>When Departure Time Is: PRIOR TO 6:30 A.M.</p> <p>When Departure Time Is: PRIOR TO 6:30 A.M.</p>	<p>And Return Time is: LATER THAN 11:00 A.M. then claim</p> <p>And Return Time is: LATER THAN 1:30 P.M. then claim</p> <p>And Return Time is: LATER THAN 8:30 P.M. then claim</p>	<p>*\$7.00 Breakfast</p> <p>*\$16.00 Breakfast and Lunch</p> <p>*\$32.00 Breakfast, Lunch and Dinner</p>
<p>When Departure Time Is: LATER THAN 6:30 A.M. & PRIOR TO 11:00 A.M.</p> <p>When Departure Time Is: LATER THAN 6:30 A.M. & PRIOR TO 11:00 A.M.</p>	<p>And Return Time is: LATER THAN 1:30 P.M. then claim</p> <p>And Return Time is: LATER THAN 8:30 P.M. then claim</p>	<p>*\$9.00 Lunch</p> <p>*\$16.00 Lunch and Dinner</p>
<p>When Departure Time Is: LATER THAN 11:00 A.M. & PRIOR TO 5:15 P.M.</p>	<p>And Return Time is: LATER THAN 8:30 P.M. then claim</p>	<p>*\$16.00 Dinner</p>

Meal reimbursement amounts depend upon actual departure and arrival times. Please read the requirements very carefully. Any meal reimbursement that does not meet the above guidelines will not be eligible for reimbursement. **NO REIMBURSEMENT FOR MEALS IF TRAVEL IS WITHIN 10 MILES OF AN EMPLOYEE'S OFFICIAL HEADQUARTERS AND/OR RESIDENCE!!!**

State employees who are required to perform their duties during the night shall be allowed reimbursement for breakfast even though their arrival time back to residence or headquarters occurs prior to 11:00 A.M. if the following conditions are met:

- A. Employee must be in travel status (more than 10 miles from residence and/or headquarters).
- B. Employee must be in travel status after 8:30 P.M. for a period of more than six hours.