**Meals**

There are 2 Travel classifications for meals:\*
**Class A Travel:** continuous travel of 24 hours or more away from official headquarter.
**Class B Travel:** continuous travel of less than 24 hours which involves overnight absence from official headquarters.

**Meals Allowances:**
Breakfast - $6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)
Lunch - $11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)
Dinner - $19.00 (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.)

**Guidelines:**
Be sure to deduct the meal allowance if it is paid in the registration fee. This should be done even if the traveler did not eat the meal for personal reasons.

Meal allowance can be claimed if meals are provided by a hotel or airline.

\***Class C Travel** has been reviewed by the state legislature and meals are no longer reimbursed to travelers.