

## Out-of-State Meal Example

**Facts:**

1. Conference dates:      Beginning: July 11, 1999      Time: 8:00 a.m.  
    Ending: July 13, 1999      Time: 11:00 a.m.
2. Registration fee includes: Breakfast and dinner on July 12, 1999
3. Employee leaves Mobile at 10:00 a.m. on July 10, 1999
4. Employee returns to Mobile at 6:30 p.m. on July 13, 1999

Shown below is an excerpt from the out-of-state travel form that has been completed based on the above facts.

Dates	Hour of Departure/Return		Meals				Amount Claimed Per Day
			Actual			Total Per Day	
	AM	PM	B'fast	Lunch	Dinner		
7/10/99	10:00		-	9.75	22.50	32.25	32.25
7/11/99			5.40	12.50	32.50	50.40	45.00
7/12/99			Prov.	11.25	Prov.	11.25	11.25
7/13/99		6:30	6.80	10.75	-	17.55	17.55
							\$106.05