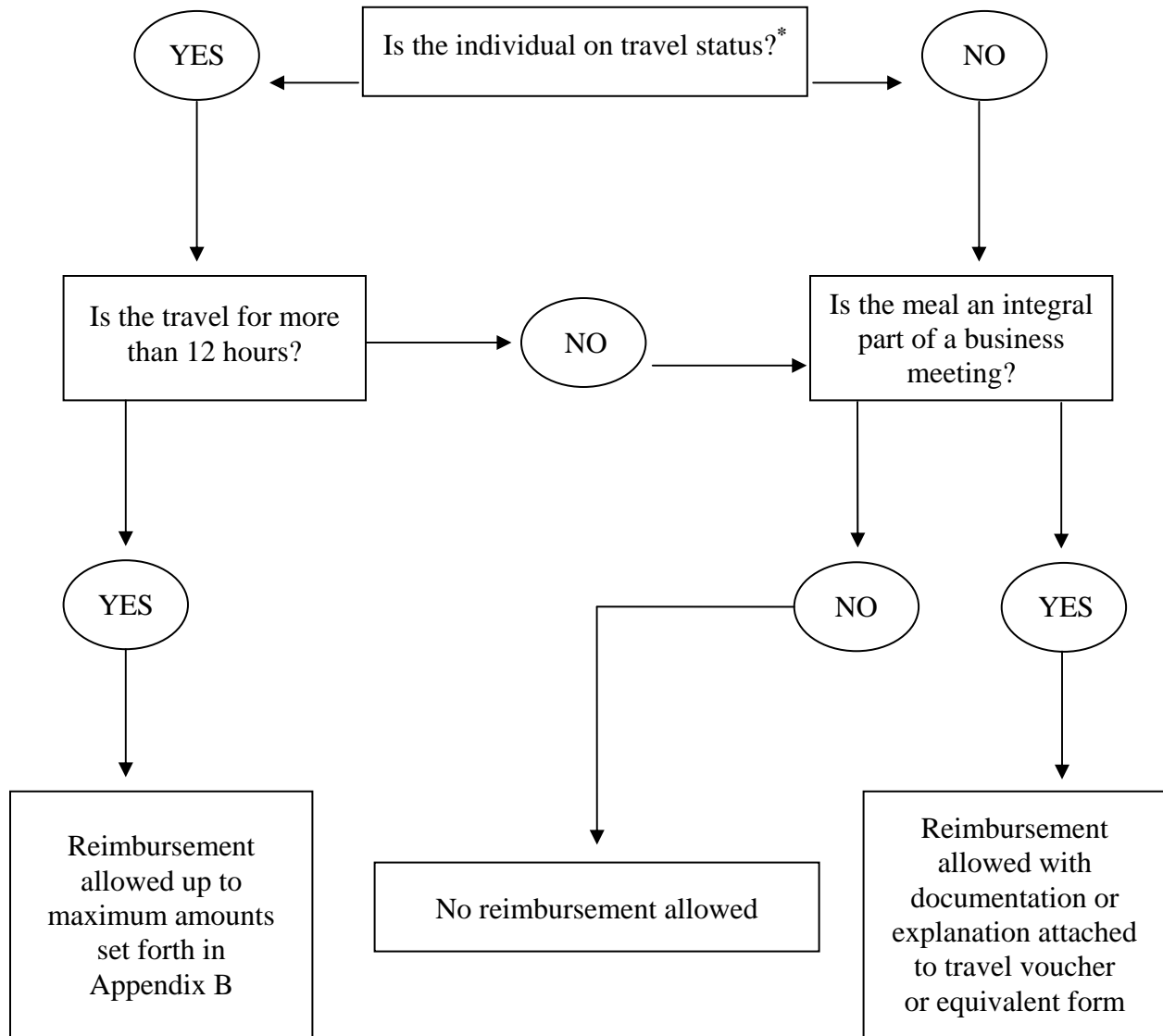


TRAVEL OF LESS THAN 24 HOURS
M&IE REIMBURSEMENTS

The following flow chart summarizes the rules applicable to the reimbursement of meals and incidental expenses (M&IE) when an individual is traveling for less than 24 hours.



*A traveler is on travel status when traveling on official University business outside the vicinity of his or her headquarters or residence.

**Reimbursement allowed up to the maximum amounts set forth in Appendix B unless the meal qualifies as an entertainment expense (see [BUS-79](#), Entertainment).