



University of California Business and Finance Bulletin

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Reimbursement for Overtime Meals

Refer all general questions to:
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Refer all campus questions to:

I. REFERENCES

Executive Vice President H. R. Wellman, Delegation of Authority to Chancellors, Vice Presidents, et al., on Reimbursement for Meals in Connection with Overtime, May 10, 1966 ([DA0115](#)).

Vice President Anne C. Broome, Letter to Controllers on Increase in Meal Rates, August 3, 2001.

[Business and Finance Bulletin BUS-79](#), Entertainment

[Personnel Policies for Staff Members 31](#), Hours of Work

[Personnel Policies for Staff Members 32](#), Overtime.

II. INTRODUCTION

Reimbursement for actual meal expense(s) is authorized in specific, limited situations under the following circumstances:

1. When an employee is required to work past the normal quitting time on a given day and it is impractical for the employee to return home during the regular meal time, or
2. When an employee is required to work on a normal day off.

This Bulletin sets forth the maximum overtime meal allowance and the procedures for reimbursement.

III. ELIGIBILITY

Staff employees covered by [Personnel Policy for Staff Members 32](#), Overtime (Non-exempt employees only) are eligible to receive reimbursement for overtime meals. Employees covered by [Senior Management Personnel Policies](#) are not granted any overtime meal inasmuch as they are not entitled to overtime compensation.

Employees represented by exclusive bargaining units may not be entitled to overtime meals at the rate set forth in this Bulletin. Questions regarding reimbursement rate(s) for those represented employees should be directed to the campus Labor Relations Office.

IV. AUTHORITY

Chancellors and Vice Presidents, in their respective jurisdictions, are authorized to approve reimbursements. This authority may be redelegated.

V. PROCEDURES

A. MAXIMUM OVERTIME MEAL ALLOWANCE

The maximum overtime allowance per meal is \$12.00.¹

B. TYPES OF PAYMENT AUTHORIZED

1. When an employee is required to work more than two hours past normal quitting time and the department head deems it impractical for the employee to return home for the evening meal, the employee may be reimbursed for actual dinner expenses up to the maximum overtime meal allowance.
2. When an employee is required to work more than four hours on a normal day off and the department head deems it impractical for the employee to return home for a meal, the employee may be reimbursed for actual meal expenses up to the maximum overtime meal allowance.

C. PAYMENT

1. A request for payment of actual overtime meal expenses is made on the appropriate Check Request Form, or an equivalent campus electronic form. The need for reimbursement for overtime meal expenses and the reason for the payment must be indicated.
2. Receipts must be attached to substantiate the amount claimed.

VI. RESPONSIBILITIES

Accounting Officers are responsible for ensuring that claims for payment of overtime meal expenses are adequately substantiated, that check request forms are properly approved, and that the amounts claimed are within the limit authorized in Section V.A. of this Bulletin prior to making payment.

¹ The two-meal allowance (lunch and dinner) scheme was discontinued on September 1, 2001.