

Dixie State University  
Meal Allowance  
Effective July 1, 2018

The daily per diem allowance for meals when traveling.

Meal	All Destinations
Breakfast	\$11
Lunch	\$15
Dinner	\$22
Daily Meal Per Diem	\$48

The maximum daily allowance for the actual cost of meals, including gratuities.

Type	In-State	Out-of-State
Individual Daily Allowance for Meals with itemized receipts	N/A – Per Diem rates apply	Up to \$ 65**
Group Travel – Daily Allowance for meals (Per Individual) with itemized receipts	N/A – Per Diem rates apply	Up to \$ 65**

The maximum business meal allowance for the actual cost of meals, including gratuities.\*

Business Meals	In-State	Out-of-State
Business Meals (Per Individual, per meal)	\$20***	\$30

Other allowances

Item	In-State	Out-of-State
Tips	20% Before Tax	20% Before Tax

\*Reimbursements for business/guest meals exceeding the meal allowance above require additional approval when deemed appropriate by Business Services.

\*\*Daily allowance amounts are pro-rated based on “Meal Time of Day Guidelines.” Higher allowance applies to destinations where the cost of meals is very high.

\*\*\*Infrequent (1 to 2 times yearly) employee special-occasion meals may exceed this limit with appropriate approval and justification.