

Kentucky Travel Regulations:

(3) Subsistence and incidentals

(a) Breakfast and lunch. A state officer or employee shall be eligible for reimbursement for subsistence for breakfast and lunch expenses while traveling in Kentucky, if authorized work requires an overnight stay and absence during the mealtime hours established by paragraph (d) or (e) of this subsection. An employee shall be in travel status during the entire mealtime. For example, to be eligible for breakfast reimbursement, an employee shall leave at or before 6:30 a.m. and return at or after 9 a.m. This requirement shall apply to all meals.

(b) Dinner expenses. A state officer, or employee shall be eligible for reimbursement for dinner expenses while traveling in Kentucky, if authorized work requires an absence:

1. At a destination more than forty (40) miles from the individual's work station and home; and
2. During the mealtime hours established by paragraph (d) or (e) of this subsection.

(c) A state officer or employee shall be eligible for reimbursement for meals while on authorized travel outside Kentucky, but within the United States, its possessions or Canada, at the reimbursement rates established in paragraphs (d) and (e) of this subsection. An employee shall be in travel status during the entire mealtime. For example, to be eligible for breakfast reimbursement, an employee shall leave at or before 6:30 a.m. and return at or after 9 a.m. This requirement shall apply to all meals.

(d) Reimbursement for non-high rate areas.

| Non-High Rate Travel | | |
|----------------------|------------------|-----------------------|
| Meal | Meal-time Hours | Reimbursement Amounts |
| Breakfast | 6:30am - 9:00am | \$8.00 |
| Lunch | 11:00am - 2:00pm | \$10.00 |
| Dinner | 5:00pm - 9:00pm | \$15.00 |

(e) Reimbursement for high rate areas:

| High-Rate Travel | | |
|------------------|------------------|-----------------------|
| Meal | Meal-time Hours | Reimbursement Amounts |
| Breakfast | 6:30am - 9:00am | \$8.00 |
| Lunch | 11:00am - 2:00pm | \$9.00 |
| Dinner | 5:00pm - 9:00pm | \$19.00 |

(f) A state officer or employee authorized to travel outside the United States, its possessions, or Canada shall be reimbursed for their actual and necessary expenses for subsistence.

(g) A state officer or an employee may, with prior approval of the agency head or designee, be reimbursed for the actual cost charged for meals, if the individual is assigned to attend meetings and training sessions.

(h) Gratuities may be reimbursed if:

1. The total payment of the meal and gratuity do not exceed the limits established in paragraphs (d) or (e) of this subsection; and
2. The gratuity does not exceed twenty (20) percent of the cost of the meal.

(i) Lodging receipts, or other credible evidence, shall be attached to the Travel Payment Voucher (TP or TPI).