

**TRAVEL EXPENSE REPORT (ATTACHMENT)  
REIMBURSEMENT FOR MEALS  
WORKSHEET**

Traveler:

Effective for all travel as of July 1, 2007, the following amounts for meals are allowed while traveling on official UFF business: (Note meals on day trips are not reimbursed)

**Breakfast**     **\$6**    When travel begins before 6 AM and extends beyond 8 AM  
**Lunch**         **\$11**   When travel begins before 12 Noon and extends beyond 2 PM  
**Dinner**        **\$19**   When travel begins before 6 PM and extends beyond 8 PM  
**Total**         **\$36**   Per Day

Day 1	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 2	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 3	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 4	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 5	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 6	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 7	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 8	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 9	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				
Day 10	Breakfast	Lunch	Dinner	Total
(mm/dd/yyyy)				

Total Meal Reimbursement

Please select one of the following codes for each meal not being reimbursed:

- NA**    Not applicable based on departure or arrival time/other
- E**     Entertainment Meal
- H**     Hotel provided
- P**     Provided by other