



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

To: Monitoring and Inspections Division
Finance Division, Fiscal Affairs and Budget
From: David Reilly, Executive Director
Subject: TRV.03.07
Date: April 5, 2017

Monitoring and Inspections employees will be eligible to seek reimbursement for meal expenses for trips lasting more than six hours that do not include an overnight stay, with the following requirements:

- Employee is traveling daily from designated HQ or personal residence to complete a multi-day comprehensive or risk management review.
- The repeated day trips must incur less cost to the agency than overnight trips, and consider all costs involved. Cost analysis along with this directive must be provided with the TSR for approval and with the travel voucher for reimbursement.
- Only meals purchased outside an employee's designated headquarters are eligible for reimbursement.
- In accordance with the *General Appropriations Act*, the maximum meal reimbursement during day trips is \$36. For the purposes of this directive, the maximum amounts for each meal will be as follows:
 - \$8.00 for breakfast; however, departure must be before 7:00 a.m.
 - \$12.00 for lunch; however, departure must be before 11:00 a.m.
 - \$16.00 for dinner; however, return must be after 7 p.m.
 - Please note, maximum reimbursement amounts for eligible meals may be combined. For example, if an employee is eligible for breakfast and lunch but skips breakfast, the employee may spend up to \$20 for lunch.
- Meal receipts must be attached to the travel voucher in order to be reimbursed.
- Pursuant to federal law, reimbursement for meals during day trips is considered taxable by the IRS and is processed through regular payroll. Vouchers must be submitted to the Finance Division by the 10th of the month to make the payroll deadline.

These changes take effect immediately. This directive will remain in effect until it is either rescinded with due notification or corresponding revisions are made to TRV.03.07.

A handwritten signature in blue ink, appearing to read "David Reilly".

David Reilly, Executive Director