

CURRENT POLICY 4/23/24:

11.04 MEALS

Employees or elected officials traveling outside the county may receive a per diem not to exceed \$50.00 per day for meals, providing they are traveling overnight on official business.

Any amount in excess of the IRS per diem rate will be considered a taxable fringe benefit. Breakfast will be paid for if you travel before 6:30 a.m. Lunch will be paid for if you travel before 10:30 a.m. Dinner will be paid for if you travel after 7:00 p.m. Amounts for each meal would be as follows: Breakfast - \$10.00, Lunch - \$15.00, and Evening - \$25.00.

The employee has the option of presenting receipts not to exceed \$50.00.

Employees that travel without an overnight stay must present receipts for reimbursement to be reimbursed on the employee's next paycheck. Amounts for each meal are as follows: breakfast may be reimbursed at \$10.00, lunch at \$15.00, and dinner at \$25.00. These meals are taxable as wages to the employee because travel must be away from home overnight to be excludable.

Burnet County will not reimburse for the following items:

- a. Alcoholic beverages;
- b. Optional Meals added as part of event registration;
- c. Guests' meals;
- d. Meals supplied by event sponsors (excluding breakfast).

Burnet County credit cards MAY NOT be used for payment of out-of-town conference/training meals.

PROPOSED POLICY 10/8/24:

11.04 MEALS

Employees or elected officials traveling outside the county may receive a per diem not to exceed \$63.00 per day for meals, providing they are traveling overnight on official business.

Any amount in excess of the IRS per diem rate will be considered a taxable fringe benefit. Breakfast will be paid for if you travel before 6:30 a.m. Lunch will be paid for if you travel before 10:30 a.m. Dinner will be paid for if you travel after 7:00 p.m. Amounts for each meal would be as follows: Breakfast - \$16.00, Lunch - \$19.00, and Evening - \$28.00.

The employee has the option of presenting receipts not to exceed \$63.00.

Employees that travel without an overnight stay must present receipts for reimbursement to be reimbursed on the employee's next paycheck. Amounts for each meal are as follows: breakfast may be reimbursed at \$16.00, lunch at \$19.00, and dinner at \$28.00. These meals are taxable as wages to the employee because travel must be away from home overnight to be excludable.

Burnet County will not reimburse for the following items:

- e. Alcoholic beverages;
- f. Optional Meals added as part of event registration;
- g. Guests' meals;
- h. Meals supplied by event sponsors (excluding breakfast).

Burnet County credit cards MAY NOT be used for payment of out-of-town conference/training meals.

Purpose of Amendment: General Services Administration has increased per diem rates:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2025&state=TX&city=&zip=