

# COMPLETE ONE-DAY MEAL REIMBURSEMENT FORM



SAO Quality Assurance

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- [Introduction](#)
- [Resources Available To Aide in Completing Reimbursement Forms](#)
- [Travel Reimbursement Overview](#)
- [Requirements Prior To Travel](#)
- [One Day Meal Reimbursement Form](#)
- [One Day Meal Reimbursement Form Discussed](#)

## ***INTRODUCTION***

This “How To” Guide will help users ensure they have properly filled out the One-Day Meal Reimbursement Form correctly! It will cover the following form:

- [One Day Meal Reimbursements](#)

## ***RESOURCES AVAILABLE TO AIDE IN COMPLETING REIMBURSEMENT FORMS***

- Travel Related Documents on the SAO Website:
    - [SAO Quality Assurance Travel Related Documents](#)
    - Current Federal Travel Per Diem Rates
      - [Search by State](#)
      - [Wyoming’s Rates](#)
      - [M&IE Breakdown](#)
  - [WOLFS Downloads & Forms on the SAO Website](#)
    - WOLFS-104c Certification Statement for Receipts Lost, Misplaced, or Not Received
    - AUD/EXP MEAL EXPENSE – Per Diem Voucher for One-Day Round Trips
  - [State of Wyoming Travel Request Form \(Replaces A&I 25 Form\) on A&I’s Website](#)
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- Still have questions? Contact [saqualityassurance@wyo.gov](mailto:saqualityassurance@wyo.gov) any time.

## ***TRAVEL REIMBURSEMENT OVERVIEW***

State officers and employees are entitled to reimbursement for certain travel expenses when required for official business. Claimants for travel reimbursement must sign and certify travel vouchers (WOLFS-104 Form). The agency director, or his designee, must approve the claim for payment. The agency director is responsible to determine the validity of each claim. State officers or employees shall not approve their own claims.

Each claimant (employee) who seeks reimbursement under W.S. 9-3-102 or W.S. 9-3-103, and each Agency Director, designee, fiscal personnel and WOLFS computer system user is responsible to know and follow these statutes.

Agencies are also encouraged to continue working on their own travel policies to supplement the above mentioned statutes. These policies, however, should comply with statutory requirements, Executive Orders, memoranda from the Governor, and memoranda from the State Auditor's Office. Several parts of the travel reimbursement statutes allow discretion by the agency head. Those areas are all open to policy development by the individual agencies.

- Applies to all overnight trips.
- Applies to one-day trip when claimant seeks reimbursement for transportation expenses.
  - If claimant is also seeking meal expense reimbursement for a one-day trip, then the claimant must provide both the WOLFS-104 for the transportation expenses and the [One-Day Meal Reimbursement Form](#) for the meals.
    - SAO needs this separate form so it can properly report income for payroll taxes per IRS Regulations.
- Must be signed by claimant and approved by the appropriate personnel.

## ***REQUIREMENTS PRIOR TO TRAVEL***

- All travel must be approved by the agency director prior to any travel arrangements being made.
  - [State of Wyoming Travel Request Form](#) (Replaces A&I 25 Form)

# ONE DAY MEAL REIMBURSEMENT FORM

## STATE OF WYOMING ONE-DAY MEAL REIMBURSEMENT FORM

<b>Employee Information</b>	
Name _____	Employee ID # _____

Payment will be made by Agency (Department or Division)
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**IMPORTANT:** In the Reason for Claim Field, give the specific business reason for being away from headquarters. A receipt is required when a meal claimed exceeds \$15.00, including gratuity and tax.

<b>TOTAL REIMBURSEMENT</b>	\$ _____
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Trip 1	Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	Select One In-State   Out-of-State	
				-				-	-		

Reason for Claim: \_\_\_\_\_

Trip 2	Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	Select One In-State   Out-of-State	
				-				-	-		

Reason for Claim: \_\_\_\_\_

Trip 3	Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	Select One In-State   Out-of-State	
				-				-	-		

Reason for Claim: \_\_\_\_\_

Trip 4	Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	Select One In-State   Out-of-State	
				-				-	-		

Reason for Claim: \_\_\_\_\_

Trip 5	Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	Select One In-State   Out-of-State	
				-				-	-		

Reason for Claim: \_\_\_\_\_

**CLAIMANT CERTIFICATION - REQUIRED**

I certify the following by my signature below, under penalty of false swearing pursuant to W.S. 6-5-303:

- This voucher is for travel on official business of the State, and is true and accurate.
- Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
- I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
- The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Claimant Signature (In Ink) \_\_\_\_\_ Date \_\_\_\_\_

**VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED**

This voucher is approved for payment. W.S. 9-3-102(a)(II) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

Agency Head/Designee Signature (In Ink) \_\_\_\_\_ Date \_\_\_\_\_

Revised 1/28/09

## **ONE DAY MEAL REIMBURSEMENT FORM DISCUSSED**

- If an employee wants to be reimbursed for one-day meals, the employee must prepare the One-Day Meal Reimbursement Form.
- Employees may receive reimbursement for “actual” meal expenses incurred while on a one-day round trip for official business.
- Total reimbursement for “actual” meal expenses cannot exceed 75% of the daily meal and incidental expense allowance for the location of the official business.
  - W.S. 9-3-102(b)
- Reimbursement for this type of expense must be included as part of the employee’s gross taxable income.
- Voucher Coding
  - The pay event entry on the HR Payroll System will determine the object/sub-object in WOLFS.
- Frequency of Submission
  - Agency must set a monthly cut-off for the One-Day Meal Reimbursement form to be accepted for entry into the agency’s monthly payroll process.
  - Any claim vouchers which do not meet the deadline will need to be entered into the following month’s payroll process.
- Voucher contains only 5 one-day round trip claims. If employee needs more than this during a payroll cycle, the employee must use a second form.
- Receipts are not required for meals unless the cost exceeds \$15 for a meal, including tax and tip, unless the Agency’s policy requires a receipt for all purchases. Refer to your Agency’s Travel Policies.
  - W.S. 9-3-102(a)(iii)
  - Cannot include alcoholic beverages, entertainment, or any other expenses incurred for other persons.
- Requirements for Form Completion – For each one day trip where “actual” meal expense(s) are claimed, the following information must be listed:
  - Date
  - Destination city
  - Actual amount claimed for each meal, including gratuity and taxes
  - Total of amount(s) claimed for the date
  - M&IE allowance for destination
  - Describe the specific purpose of official business conducted
  - Certification by the employee and approval signature by the agency director or designee