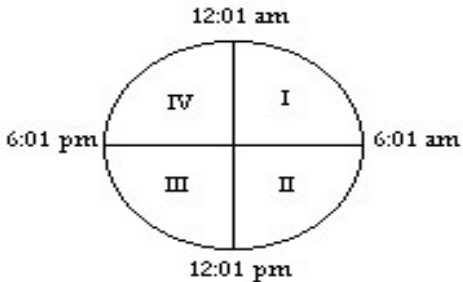


Meal Allowance

Traveler may be reimbursed for meal expenses for the allowable number of quarter days in travel status at an established quarter day rate. The number of quarter days allowed begins with and includes the quarter day in which the traveler departs on official travel and for each quarter day thereafter. No meal allowance is allowed for the quarter day in which the traveler returns to the official station or domicile. A quarter day is a day divided into four six hour periods shown as follows:

Meal Allowance Chart:

	<p>Quarter One: 12:01 AM - 6:00 AM</p> <p>Quarter Two: 6:01 AM - 12:00 Noon</p> <p>Quarter Three: 12:01 PM - 6:00 PM</p> <p>Quarter Four: 6:01 PM - 12:00 Midnight</p>
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Meal Allowance Rate:

In-State and Border City Travel	\$ 8.50
Out of State Travel	\$ 8.50
Out of State Travel High Cost Geographic Area	\$ 9.75
Out of State Travel Special High Cost Geographic Area (Borough of Manhattan and the District of Columbia)	\$11.75
International Travel	\$12.50

Please remember and report the exact departure and return times from/to the official station or domicile