

# Attention CWU Travelers and Employees

## Same Day Meal Reimbursement

The following information does not substitute for the official CWU regulation ([CWU Travel Procedure 240](#)) on meal reimbursement, but intended to assist end users in interpreting the requirements.

### Interpreting the Regulation:

For same day travel, a traveler must be in **travel status** during their entire regular scheduled working hours **and** an additional 3 hours outside their regular scheduled working hours. The 3 hours may occur before, after, or a combination of both before and after the traveler's regularly scheduled work shift.

**Criteria #1:** The traveler must be in travel status for their **entire** regularly scheduled work day, which CWU defines as 8:00am-5:00pm (9 hours), and

**Criteria #2:** The traveler must be in travel status for the **entire CWU defined meal period in which they are requesting, shown here:**

Breakfast	7:00am - 8:00am
Lunch	12:00pm - 1:00pm
Dinner	6:00pm - 7:00pm

### Examples

- The traveler works from 8 a.m. to 1 p.m. at their official station. Then travels from 2 p.m. to 10 p.m. **The traveler is NOT eligible for same day meal reimbursement.**
- The traveler works an 8 hour day with an hour lunch and their regular scheduled working hours are 8 a.m. to 5 p.m. Monday through Friday. The traveler must be in travel status during the hours of 8 a.m. and 5 p.m. plus an additional 3 hours for a total of 12 hours in order to meet the 3 hour rule.
- The traveler works an 8 hour day with an hour lunch and their regular scheduled working hours are 8 a.m. to 5 p.m. Monday through Friday. The traveler stops by work then leaves for travel status beginning at 10 a.m. returning at 10 p.m. The traveler was in travel status for a total of 12 hours and in travel status over their lunch and dinner meal period. **However, the traveler was not in travel status over their entire regular scheduled working hours (8 a.m. to 5 p.m.) so they do not meet the 3 hour rule.** Note: The traveler is allowed 15 minutes de minimus time for coming into the office for reasons such as picking up keys, work vehicle, to receive instructions from supervisor or check email.

For the days in question, the traveler must be in travel status over their assigned meal period in order to qualify for meal per diem.

### **Same Day Travel - 3 Hour Rule Regarding Scheduled Days Off:**

Any 3 hours in travel status, on a scheduled day off qualifies for the 3 hour rule. However, to qualify for a meal on the scheduled days off, you must be in travel status during your regularly scheduled meal period. Meal periods for days off are the same as for days worked and based on the predominant daily work schedule.

### Still have questions?

If you are unsure of whether or not the traveler can be reimbursed for same day meals, please contact the Travel desk at 963.2621 or email at [traveldes@cwu.edu](mailto:traveldes@cwu.edu).