

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>20335</b>
Function No. 20000—General Accounting	<b>TOPIC</b>	<b>STATE TRAVEL REGULATIONS</b>
Section No. 20300—Cash Disbursements Accounting	<b>DATE</b>	October 1, 2009

## Non-Travel Related Meals, Continued

**Overtime Meal Rates** Absent an agency-specific overtime meal policy on file at DOA and when allowed by agency policy, the Overtime Meal Allowance policy described in the following table must be followed.

<b>IF...</b>	<b>Are worked or traveled AND the overtime occurs...</b>	<b>THEN an overtime meal allowance is...</b>	<b>Documentation Required</b>
<b>2</b> or more overtime hours	<b>during</b> a normal workday	<b>\$5.00</b> (\$7.50 if <b>outside</b> the official station)	Workday and Overtime Start/End Times
<b>5</b> or more overtime hours	<b>on</b> a Saturday, Sunday, holiday or an alternate work schedule day off *	<b>\$5.00</b> (\$7.50 if <b>outside</b> the official station)	Overtime Start/End Times
<b>10</b> or more overtime hours	<b>on</b> a Saturday, Sunday, holiday or an alternate work schedule day off *	<b>\$10.00</b> (\$15.00 if <b>outside</b> the official station)	Overtime Start/End Times

\* **Note** Or if comparable overtime is necessitated by shift schedule or beyond a routine, scheduled 40-hour work period.

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