




Russellville, Arkansas  
July 17, 2007

# MEMORANDUM

TO: Faculty and Staff

FROM: David Moseley, Vice President for Administration and Finance 

SUBJECT: ACT 715 of 2007 – Reimbursement of Tips for Official Business

ACT 715 of the 2007 Legislative Session allows for the reimbursement of tips up to 15% of the maximum meal reimbursement rate. Effective August 1, 2007, the following meal reimbursement allowance will include the tip reimbursement:

	In-State Meal Allowance	Tip	Total Meal Reimbursement
Breakfast	4.75	0.71	5.46
Lunch	7.25	1.09	8.34
Dinner	<u>11.00</u>	<u>1.65</u>	<u>12.65</u>
Total	23.00	3.45	26.45

	Out-State Meal Allowance	Tip	Total Meal Reimbursement
Breakfast	6.00	0.90	6.90
Lunch	8.75	1.31	10.06
Dinner	<u>13.25</u>	<u>1.99</u>	<u>15.24</u>
Total	28.00	4.20	32.20

Please remember that travel reimbursement for meals is not a per diem and meals are to be claimed for actual expenses not to exceed the maximum allowable rates.

If you have questions, please contact the Budget Office at telephone number 964-0821.