

FLUMC TRAVEL MEAL LOG

Name _____

Trip Location and Dates: _____
 Departure/Return Times: _____

Day of the Week	Mon	Tues	Weds	Thurs	Friday	Sat	Sun	Grand Total
Date								

Breakfast								
Lunch								
Dinner								
Other								
Total Costs (Cash or Credit)								
Less Total Meals Paid on Conf. Credit Card	()	()	()	()	()	()	()	()
Total Meals Paid By Cash								
IRS Meal Allowance								•

- This total must correspond with the amount reported on the Travel Expense Report Meal line.

Note: All meals which are group meals, meals paid by others, or meals occurring before or after the trip begins or ends should be indicated by placing an "XX" in the appropriate boxes. The IRS meal allowance will be applied according to the following schedule:

Trip begins when you leave your house/office
Trip ends when you arrive back at your house/office

Meal allowance is calculated as follows:

- If travel begins before 10 a.m., the full meal allowance applies
- If travel begins after 10 a.m., Lunch and Dinner meal allowance applies
- If travel begins after 4 p.m., Dinner meal allowance applies
- If travel begins after 8 p.m., there is no meal allowance for that day
- If travel ends before 10 a.m., Breakfast meal allowance applies
- If travel ends before 4 p.m., Breakfast and Lunch meal allowance applies
- If travel ends after 4 p.m., the full meal allowance applies

Any special circumstances must be fully explained below:

The official FLUMC travel policy adopted by the Conference States:
 Authorized guests at a meal function are to be identified on the meal receipt and nature of the business directly related to or associated with the meal shall be noted. All persons traveling on conference business shall submit a meal log with the expense report for those meals paid for by cash which include the date, meal costs, and the names of all other persons present.