**Section 3000.510 Meal Allowance**

a) The meal allowances shall be in accordance with the rates promulgated pursuant to 5 U.S.C. 5702(a)(1)(A). As provided for in the Act, *if the rates set under federal regulations increase or decrease during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.* [30 ILCS 105/12-2(f)]

b) The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support these.

c) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.

d) Lunch is not a reimbursable expense. The amount for lunch is established for the purpose of setting a per meal ceiling on conference lunches and meals purchased for non-State officers and employees.

e) Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

(Source: Amended at 48 Ill. Reg. 2844, effective February 6, 2024)