

P-Card Meal Allowance

On-Line Training





Training Instructions

- This training will go over the highlights of using a Pcard for meal purchases.
- There will be 4 questions within the presentation.
 - If you answer them correctly, you will advance to the next slide.
 - If you answer incorrectly, you will be taken to the previous slide for review.

Meal Allowance Calculator

- The Meal Allowance shall be calculated at the authorized rate of per diem. Allowance for meals shall be based upon the following schedule of allowed costs:



- Breakfast - \$10 when travel begins before 6 a.m. and extends beyond 8 a.m.
- Lunch - \$14 when travel begins before 12 noon and extends beyond 2 p.m.
- Dinner - \$26 when travel begins before 6 p.m. and extends beyond 8 p.m.

Meal Allowance Calculator

- If a meal is being served, that meal cannot be included in the meal allowance calculation. Example: If lunch is being provided, \$14 cannot be included in the calculation.
- If a continental breakfast is served, that breakfast can be included in the calculation.
- If a provided meal is not eaten for medical reasons, that meal can be included in the calculation. However, it must be noted that the meal was not eaten for medical reasons.



Question #1

- Are all meals included in the meal allowance calculation?
 - Yes
 - No

P-Card Meal Calculation Scenario:

- Going to DOE Conference in Orlando.
- Dates of conference are June 11 – 13 (Monday – Wednesday)
- Driving to conference, leave on Sunday, June 10 at 1:00 pm
- Leave Conf on June 13, arrive home at 7:00 pm

	Breakfast	Lunch	Dinner
6/10/2007, leave at 1:00p			
6/11 (lunch included in conf)			
6/12 (lunch included in conf)			
6/13 arrive home 7:00p			
Subtotals			

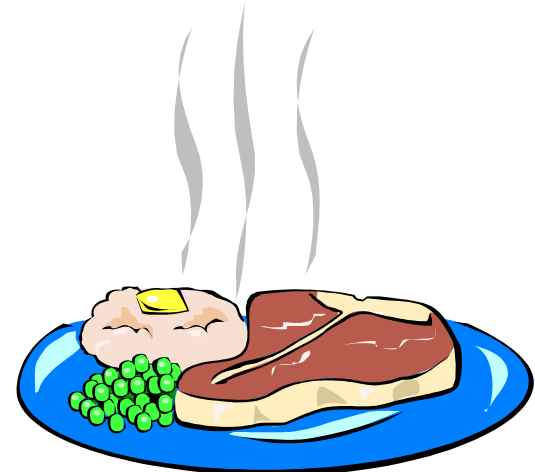
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	Breakfast	Lunch	Dinner
6/10/2007, leave at 1:00p	0	0	26
6/11 (lunch included in conf)	10	0	26
6/12 (lunch included in conf)	10	0	26
6/13 arrive home 7:00p	10	14	0
Subtotals	30	14	78
Total Meal Allowance: \$122			

While traveling....

- The employee must be at or less than the approved meal allowance. The approved amount can be spent at any time during the trip. You do not have to stay within the per diem guidelines. **However**, you must stay within the amount allowed for the travel period.



Question #2

- Can a person have a meal over the daily allowance amount?
 - Yes
 - No

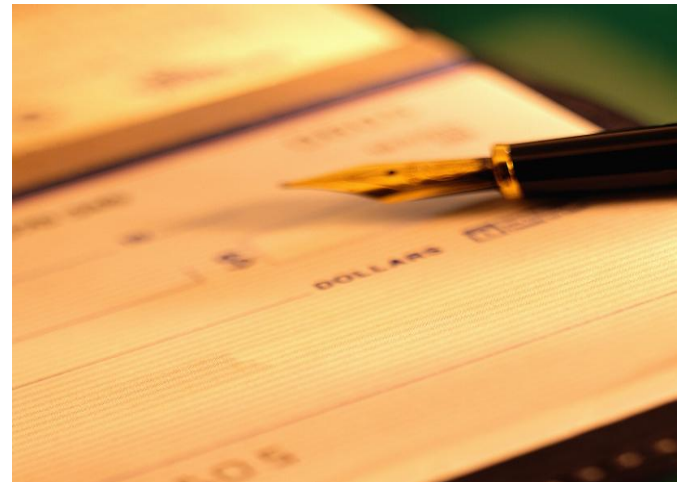
Upon Return....

- A copy of the Travel Expenditure Statement must be submitted along with detailed receipts with that month's procurement card statement.



Going over the Meal Allowance

- If the traveler exceeds the meal allowance, reimbursement must be submitted with the procurement card statement. Reimbursement must be made by a check or money order.

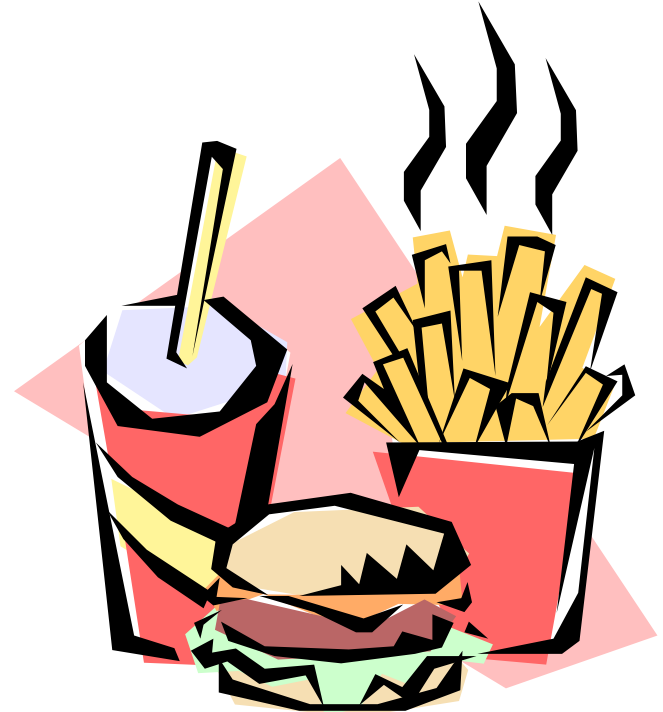


Question #3

- If the meal allowance amount is exceeded, what form of payment can be made to reimburse the district?
 - Check or Money Order made out to DCPS
 - Cash

No Reimbursement

- Employees **will not** be reimbursed the difference if the actual meal expenditures are less than the meal allowance.



Question #4

- A traveler had an approved Meal Allowance of \$122. Their meals came to \$110. Is the Traveler reimbursed the \$12 difference?
 - Yes
 - No

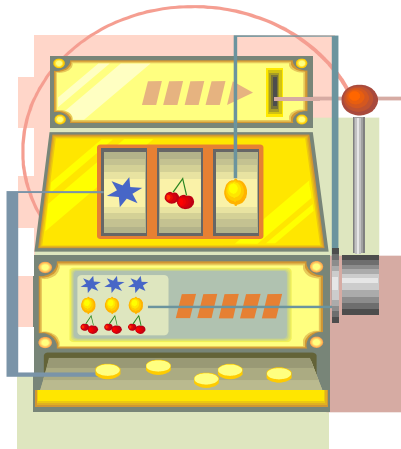
No Alcohol

- Alcoholic beverages **cannot** be purchased when using the district's procurement card.



Use Good Judgement

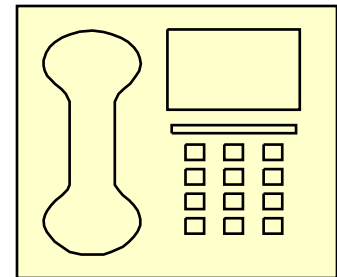
- **Do not** use the procurement card to purchase meals from establishments that are not appropriate establishments to expend public funds.



Questions...

- If you have any questions please contact 390-2343

or



- Send an email to pcardadmin@dreamsbeginhere.org

