

11—41.6(8A) Subsistence allowance.

41.6(1) *The phrase “subsistence allowance.”* The phrase “subsistence allowance” used herein shall be construed to include all charges (including applicable taxes) for meals and lodging (single rate only). Charges for radios, television, and similar appliances are not reimbursable.

41.6(2) *Subsistence allowances for in-state travel—monetary and time limitations.* Officers and employees shall be allowed overnight lodging and meal expense when required to travel outside of the city of their official domicile. The amounts shall not exceed the limits established in the department of administrative services, state accounting enterprise, procedure manual.

a. Rescinded, effective February 19, 1986.

b. Rescinded, effective February 19, 1986.

41.6(3) *Subsistence allowances for out-of-state travel—monetary and time limitations.*

a. Lodging and meal expenses are not limited outside the state but the incurred expenditures are to be reasonable. Receipts for lodging are to accompany the claim and show the dates, room number, occupants, and amount per night. Lodging will be limited to the night preceding and the night of the ending date of the convention or meeting. Elected officials are not required to furnish receipts.

b. Meals will be limited to lunch and dinner the day preceding and breakfast and lunch the day after the meeting.