

5.08.0 — Overtime Meals

When any employee is required to work overtime, the employee may receive an overtime meal allowance for actual expenses supported by a voucher not to exceed the maximum allowed for lunch. To be eligible for this allowance, the employee must be required to report to work at least two hours prior to or be required to remain at least two hours past the regularly scheduled work day.

If the employee is required to work for more extended periods of time, the employee may be reimbursed for actual meal expenses not to exceed the maximum for each additional six-hour period. No more than three overtime meal allowances may be claimed during any 24-hour period. Mealtime shall not be included in the computation of overtime for the purposes of this allowance.

Claims should be submitted to Accounts Payable on a Travel Expense Claim supported by a meal receipt and a copy of the approved Authorization for Overtime Form for each employee and meal. The meal cost should be charged to the department account number indicated on the Travel Claim.

All overtime meal compensation is taxable and reportable income. All claims for these allowances will be reported to the State Controller's Office and taxes will be withheld from a subsequent regular payroll warrant.