

**Q: Do I have to claim a Meal Allowance?**

*No. Claiming a meal allowance is optional. As travelling staff are expected to carry a University Corporate Credit card (UCC), it can be used to cover meal expenses.*

**Q: How do I claim a meal allowance?**

*A claim may be submitted up to 28 days from your return date by following the instructions found here {[hyperlink](#)}. Please note that in accordance with the Travel Guidelines all travellers must have a University Credit Card prior to travel irrespective of whether the UCC is used. Access to a UCC will provide you with access to the Flexi-purchase system where claims are made.*

**Q: Can I claim a meal allowance entitlement prior to proceeding on travel?**

*No. Claiming meal allowances can only be made after travel has been completed (and within 28 days of return).*

**Q: Can I claim a meal allowance if I am on a day trip?**

*No. Where your travel does not extend overnight, your meal costs will be based on actual expenditure, up to the maximum entitlement and should be claimed using the Domestic Meals (Day form).*

**Q: Can I claim a meal allowance if I am on overseas travel?**

*No. Your meal costs will be reimbursed on actual expenditure, up to the daily maximum entitlement based on overseas locations and should be claimed using the International Travel form.*

**Q: If a meal is provided to me at a conference, by a client, sponsor or by an airline, am I entitled to a claim a meal allowance?**

*No. You should not claim a meal allowance under these circumstances as the meal is considered to have been 'provided' and there is no expectation that a cost has been incurred.*

**Q: Can I claim a meal allowance if the meal provided to me at the Conference was unsuitable to my diet?**

*As a meal has been 'provided', only cases where the venue was unable to satisfactorily meet special dietary requirements as declared at time of registration will be considered as an exception.*

**Q: Will meal entitlements accumulate during the whole period of travel.**

*Yes. Whilst there are limits per meal entitlement, the entitlements will be cumulative for the period of travel. If you have used your UCC any claim will be net of those expenses. This will*

*assist travellers who may experience additional expenses on one day of travel and lesser expenditure on another.*

**Q: What will happen if I inadvertently exceed my meal allowance entitlement?**

*Unless the excess amount relates to pre-approved entertainment costs, then the amount you have over-spent in excess of your entitlement shall be recovered by the University via payroll.*

**Q: Can I pay for another staff member's meal on my UCC?**

*Yes, you may. You will need to record your share of the cost of the meal/s provided to you on your claim form for the purposes of calculating allowances due to you. The staff member for whom you paid will need to record their share of the amount you paid for the meals provided on their claim form.*

**Q: Is my entitlement affected if another staff member pays for a meal on my behalf (that is not a part of preauthorized entertainment)?**

*No - your overall entitlement will still apply. However your net entitlement will be reduced by the amount paid by the other staff member. You will be required to declare the details of any meals paid for by another staff when making any claim for your allowance in the space provided and by entering the amount on the claim form on the day(s) in question.*

**Q: Is my entitlement affected if another staff member pays for a meal on my behalf (that is a part of preauthorized entertainment)?**

*Yes. You should not claim a meal allowance for this meal. The other staff member will acquit the expenditure and declare who they paid the meal for (and deduct each staff member's EB entitlement for the purposes of meeting Fringe Benefits Tax requirements) using the Entertainment form. From your perspective, the meal is considered to have been 'provided'.*

**Q: My supervisor pre-authorized entertainment by way of meal expenses which exceed the EB limits. What happens in this case?**

*You should not claim a meal allowance for this meal. You should acquit the expenditure using the entertainment form in Flexi-purchase where you can deduct the EB meal allowance entitlement from your share of the cost (for the purpose of meeting Fringe Benefits Tax requirements).*

**Q: If I leave on the 6.30 flight, from Armidale am I entitled to a breakfast allowance?**

*Yes, as the airline presently only provides a light snack on this sector a meal has not been 'provided'.*

**Q: If I fly to Perth and lunch is served can I claim a lunch meal allowance?**

*No as the meal is considered 'provided' in the cost of the flight.*

**Q: If I fly to Perth and there is no free meal service (akin Jetstar) can I claim an allowance?**

*Yes, because the meal has not been 'provided' or included in the cost of the flight.*

**Q: Are the departure and return times based on leaving and arriving from my home?**

*Only in the case of travel by ground transportation. In the case of travel by air and rail, the transport operator's scheduled departure time and the actual arrival time of the flight at a terminal (e.g. Armidale airport) are used to determine the entitlements.*

**Q: If my flight is delayed by means outside my control, will this affect my entitlement to an allowance?**

*If a flight is delayed by 2 or more hours and the airline does not provide meal vouchers then your entitlement is not affected even if the airline subsequently provides a meal service.*

**Q: Why will the meal allowances I claim appear on my annual payment summary?**

*As the University will not require you to acquit claimed meal allowances or ask you to demonstrate that they have been fully spent on deductible expenses, the University is obligated to show these amounts on your annual payment summary and advise the Australian Taxation Office accordingly. It will be the traveller's responsibility to keep appropriate records and documentation and to seek independent taxation advice on the treatment of such allowances.*