

## Out-of-State Meal Example

**Facts:**

1. Conference dates:           Beginning: July 11, 1999           Time: 8:00 a.m.  
  Ending: July 13, 1999           Time: 11:00 a.m.
2. Registration fee includes: Breakfast and dinner on July 12, 1999
3. Employee leaves Mobile at 10:00 a.m. on July 10, 1999
4. Employee returns to Mobile at 6:30 p.m. on July 13, 1999

Shown below is an excerpt from the out-of-state travel form that has been completed based on the above facts.

