MEMO

To: Faculty and Staff Mohave and Coconino Counties
From: Tom DeGomez, Regional Director
Re: Breakfast Per Diem Policy
Date: Feb. 10, 2014

When employees are on overnight travel status they are allowed to claim per diem allowances for meals. It is common that hotels provide a breakfast as part of the fee for the room.

Often the breakfast provided is very minimal (continental style) and some may argue that this level of provision is inadequate. So as a policy to be adhered to in the future—“When a hotel provides a breakfast and the meal includes meat, the traveler may not claim the cost of breakfast as part of the per diem for that trip.”