

ITEM NO. 1830-Q

**Subject: State Police Lieutenants and Captains – NP-9 Bargaining Unit
Meals and Incidental Expense rates for Official State Travel**

Effective: January 13, 2012

Pursuant to §5-141c-5(d) of the Connecticut State Travel Regulations, the Commissioner of Administrative Services and Secretary of the Office of Policy and Management authorize the following meal and incidental expenses per diem rate for NP-9 Bargaining Unit State Police Lieutenants and Captains for travel occurring on or after January 13, 2012.

Meals and Incidental expenses for official state travel for which reimbursable expenses are payable will be reimbursed at the following rates for domestic travel both in and out of state:

Breakfast:	\$11
Lunch	\$15
Dinner:	\$26
Gratuities on Meals:	15% (maximum)
Taxes on Meals:	Actual Cost

According to the Comptrollers Memorandum No. 2004-33, per diem meals and/or incidental expenses reimbursed at an amount exceeding the applicable U.S. GSA rate are reportable to the IRS.

 6/29/12
Donald J. DeFronzo, Commissioner Date
Department of Administrative Services

 7/11/12
Benjamin Barnes, Secretary Date
Office of Policy and Management