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SUMMARY: **Employee Travel Expense Reimbursement
Handbook – Revised Section 4301**

This Informational Circular announces that the following Employee Travel Expense Reimbursement Handbook section **4301 - Reduced Meals and Incidental Expenses (M&IE) Reimbursement for Meals Provided at No Cost to the Employee**, has recently been reviewed and revised to define the term ‘hot complimentary breakfast’ and provide information regarding certain exceptions under the Americans with Disabilities Act. All changes are effective November 14, 2022.

These changes are found by navigating to section 4301 within the revised Employee Travel Expense Reimbursement Handbook accessed at the Department of Administration website at:
[Employee Travel Expense Reimbursement Handbook](#)

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