



State of Louisiana  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

March 28, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-49

TO: All ISIS HR Paid Agencies  
All ISIS Travel Users

FROM: Jena W. Cary  
Director

SUBJECT: OSUP Policy on Single Day Travel Meal Payments

Office of State Uniform Payroll (OSUP) Memorandums #2005-04 and 2006-33 indicated that payments for single day travel meals must be paid outside of the payroll system and ISIS HR agencies should use wage type 0103 TxbINCash Meals to report these payments as wages on the employee's W-2. Since these memos were issued, the reporting of payments for single day travel meals has changed. Payments for single day travel meals must now be paid and reported through ISIS HR using wage type 0105 TxbICash Meals.

Effective July 1, 2006, it will be a policy of the Office of State Uniform Payroll (OSUP) that all payments to employees for single day travel meals must be paid through the ISIS HR payroll system. These payments will be included in taxable wages and reported to employees on Form W-2. The fringe benefits wage type 0105 TxbICash Meals can still be used to pay employees for a "meal allowance" and must now also be used to pay employees for single day travel meals. This wage type is set up to charge to the fringe benefits payroll object 2410 in AFS. Although agencies must begin using wage type 0105 in July for single day travel meal payments, there is no problem with beginning to use the wage type before then.

Please direct any questions regarding the use of this wage type to OSUP's Benefits and Financial Administration Unit at (225):

Angel Vernon	342-5344	Angela Woods	342-5345
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JWC:PAR/kmb