

MEAL REIMBURSEMENT POLICY

PURPOSE

To define the meal reimbursement procedures for County employees; elected officials, and authorized representatives for expenses incurred while conducting business on behalf of McLeod County as required by the County.

A. MEAL ALLOWANCE

McLeod County will provide reimbursement for meal expenses when such expenses are necessarily incurred while conducting County business. The Department Head must approve all requests prior to incurring reimbursable expenses. The actual cost of meals, not to exceed \$35.00 per day including tax, while traveling outside of the County will be reimbursed.

The following daily amounts shall be followed:

Breakfast: \$8.00

Lunch: \$10.00

Dinner: \$17.00

When overnight travel is involved, meals will be treated as an expense. To qualify for payment of meals treated as an expense, employees shall submit an employee expense report for reimbursement to the Auditor's Office which states the purpose of the expense. An itemized receipt from the entity which provided the meal must be attached to the expense report or no reimbursement will be made.

When no overnight travel is involved, meals will be treated as income. To qualify for payment of meals treated as income, employees shall submit an employee expense report to the Auditor's Office which states the purpose of the expense. An itemized receipt from the entity which provided the meal must be attached to the expense report or no reimbursement will be made.

The individual may claim reimbursements for breakfast if they depart from the work location in an assigned travel status before 6:00 a.m.

Reimbursement for dinner may be claimed by the individual if they are away from their normal work location in a travel status overnight or required to remain in a travel status until after 7:00 p.m.

Individuals may claim reimbursement if they are not within the County boundaries during the regular scheduled lunch period.

When meals are part of a tuition or registration fee, no additional reimbursement request for such meals can be claimed.

Expenses for alcoholic beverages are not reimbursable.

Tips or gratuities are not reimbursable, except if included as part of a conference, seminar fee, tuition fee, or registration fee, and are not separately identified.

Meal expenses incurred must be paid directly by the employee. Each employee must submit their own receipt for reimbursement. County credit cards cannot be used to purchase employee meals.

All receipts for reimbursement must be submitted to the Auditor's Office within 60 days of the charge being incurred.

No cash advances for meal expenses shall be issued to an employee.

The Department Head must authorize meetings with a meal charge in excess of the approved meal allowance.