

WHEREAS, the Jackson County Board of Supervisors designate the meal reimbursement rate to be paid to County employees for travel expenses;

NOW, THEREFORE, BE IT RESOLVED that the meal reimbursement for travel expenses shall be set as follows:

Actual meal expenses will be reimbursed according to the following guidelines and limitations:

Meal reimbursement will *only be allowed if you:*

- a) are attending a County related meeting; or
- b) are traveling to or from a County related meeting; or
- c) are facilitating Sheriff's transportation duties, including each additional staff member/matron required during transportations.

In addition, the following limitations shall apply:

1. For all meal reimbursements that require overnight stay:
  - a) One meal: requires one original meal receipt, maximum reimbursement shall be up to \$10.00 per day.
  - b) Two meals: requires two original meal receipts, maximum reimbursement shall be up to \$15.00 per day.
  - c) Three meals: requires three original meal receipts, maximum reimbursement shall be up to \$25.00 per day.
2. For all meal reimbursements that are same-day travel:
  - a) Two meals per day shall be reimbursed at a rate of up to \$15.00. Actual meal expenses shall be reimbursed off of **two original receipts**.
3. The following documentation is required to be included on the original itemized receipt in order to qualify for reimbursement:
  - a) Date and time of meal
  - b) Dollar amount of meal
  - c) Number of meals
  - d) Location/Name of establishment.
  - e) Itemized list of meal(s)

If the required information is not provided on the receipt, it may not be submitted for reimbursement. *Credit card statements for charged meals are not acceptable for reimbursement.* Only one meal will be reimbursed per receipt. Photocopies of receipts are not acceptable for reimbursement; if more than one employee is submitting a claim for meal reimbursement, you must provide individual receipts. **Reimbursement will not be made for alcoholic beverages or gratuities.**

All Employees shall use the form "Exhibit A" to report mileage and meal reimbursements.

Approved and adopted this 30th day of June, 2006.

AYE: J.C. Engel  
Chair

NAY: none

Larry J. Koo  
Member

John J. Willey  
Member

ATTEST: M. Paul Deffe  
County Auditor