

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 by the Jackson County Board of Supervisors that the meal reimbursement for travel expenses shall 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 an 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. Same day travel:
 - a) Total rate for same day shall be up to \$15.00; if more than one meal is purchased, an original meal receipt is required for each meal reimbursement submitted with the total of the receipts not to exceed the \$15.00 per same day travel rate.
- 3. The following documentation is required to be included on the original receipt in order to qualify for reimbursement:
 - a) Name/Location of Establishment
 - b) Date and time of meal
 - c) Itemized list of meal
 - d) Dollar amount of meal
 - e) Number of meals

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 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

Resolution adopted the 7th day of December, 2004.


David B. Kendell, Chairman

Attest:


T. M. Cotton, Auditor