

RESOLUTION # 170-07-20-04
(Replaces #165-06-30-04)

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) for all meal reimbursements while 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 \$20.00 per day.
2. For all meal reimbursements that are same-day travel:
 - a) One meal, per day, shall be reimbursed at a rate of up to \$10.00. Actual meal expenses shall be reimbursed off of one original receipt.
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.

Although not all establishments provide the following information on their receipts, 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 20th day of July 2004.

AYE: Arnold B. Kendall NAY: none
Chair
J. C. Engel
Member
John J. Willey
Member
ATTEST: T. M. Cotton
County Auditor