

RESOLUTION # 630-06-30-12

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

NOW, THERE FORE, 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**:

Maximum allowable amounts for food shall be up to \$25.00 per day, original receipts are required.

- a) One meal: requires one original receipt
- b) Two meals: requires two original receipts
- c) Three meals: requires three original receipts

2. For all meal reimbursements that are **same day travel**:

Maximum allowable amounts for food shall be up to \$15.00 per day, original receipts are required.

- a) One meal: requires one original receipt
- b) Two meals: requires two original receipts
- c) Three meals: requires three 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 and non-detailed credit card receipts 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 29th day of June, 2012.

AYE:

Ray J. Koo
Chair
John J. Willey
Member
Absent - Steve Flynn
Member

NAYE:

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ATTEST:

M. J. Weppe
County Auditor