

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**:

Maximum allowable amounts for food shall be up to \$25 per day. **Original** receipts are required.

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

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

Maximum allowable amounts for food shall be up to \$15 per day. **Original** receipts are required.

- a) One meal: requires one original meal receipt.
- b) Two meals: requires two original meal receipts.
- c) Three meals: requires three original meal 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 30th day of June, 2010.

AYE:

Chair

Member

Member

ATTEST:

County Auditor

NAY: