RESOLUTION # 409-06-28-2013

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.

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.

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 28th day of June, 2013.

AYE: _John J. Willey_   NAY: _____
     Chair
     Steve Flynn– Absent   _____
     Member
     Larry Koos   _____
     Member
ATTEST: _____
     County Auditor