

Policy & Procedure Manual

MEALS - FD-IV-9

POLICY

Reasonable and appropriate meal expenses may be reimbursed.

For meals that are centrally purchased, the maximum amount spent per person should not exceed the established meal allowance rate.

PURPOSE

To adhere to the Travel, Meal and Hospitality Directive.

PROCEDURE

1. Meal expenses will be reimbursed at the established meal allowance rates, regardless of the actual meal costs.
2. Meal allowance of \$45 per full day including taxes and gratuities. For less than a full-day of meal claims, reimbursement maximum rates will be:

Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

3. No reimbursement shall be made for meals included in the cost of transportation, accommodation, seminars and/or conferences.
4. Alcoholic beverages will not be reimbursed.
5. The meal allowance rate is for food eaten in a restaurant or for the purchase of prepared food only.

Reimbursement for groceries must have prior approval. Receipts and a documented rationale including a breakdown of the actual groceries used for the meals being claimed must be submitted with the claim.

6. For meals that are centrally purchased (i.e. catering for a work meeting), the maximum amount spent per person should not exceed the established meal allowance rate.

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DEPARTMENT: Finance
CATEGORY: Accounts Payable
EFFECTIVE DATE: January 2020
SUPERSEDES VERSION DATED: N/A

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7. All claims must be accompanied by original, itemized receipts where the amount exceeds the maximum daily allowance.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: January 2020

AUTHORIZED BY: Executive Director

SIGNATURE:

