

Policy & Procedure Manual

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**MEALS - FD-IV-9**

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**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 \$60 per full day including taxes and gratuities. For less than a full-day of meal claims, reimbursement maximum rates will be:

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$30.00

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.

**POLICY: FD-IV-9**  
**DEPARTMENT: Finance**  
**CATEGORY: Accounts Payable**  
**EFFECTIVE DATE: May 2023**  
**SUPERSEDES VERSION DATED: January 2020**  
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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 (all)

**ORIGINAL POLICY DATE:** January 2020

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

A handwritten signature in black ink, appearing to be "L. P. L.", written over a horizontal line.