

Policy on meal reimbursement

Adopted 9-4-2007

It is the policy of Duplin County to reimburse officials and employees for actual expenses, including meals, incurred while traveling out of the county on county business. This policy establishes the maximum amounts of reimbursement for meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is eligible for reimbursement, what the county will not reimburse for, when a reimbursement request may be reviewed, and how this policy relates to an individual department policy.

Maximum Amount to be reimbursed:

	In State	Out of State
Breakfast	\$7.00	\$7.00
Lunch	\$9.00	\$10.00
Dinner	\$15.00	\$16.00

What is needed to request reimbursement:

Employees must submit **original** receipts with their reimbursement request documenting the date, time, location and cost of meals or other travel expenses. These receipts must be the original receipt identifying what was purchased and from whom. Tips may be added to the receipt and are included in the maximum amount listed above. Debit card receipts or charge card receipts are not acceptable.

What constitutes a reimbursable meal:

Breakfast: payable when an employee is required to leave home at least one hour prior to normal departure time to attend an out of county meeting or when an employee is required to be out of county overnight

Lunch: meals purchased, out of the county, between the hours of 10:00 am and 2:00 pm

Dinner: payable when the employee is out of the county overnight or arrives at home after 8:00 PM; meals purchased between 7:00 PM and 8:00 PM within the county, or within surrounding counties while the employee is driving home will not be reimbursed

What is not reimbursable by the county:

Duplin County will not reimburse employees for the purchase of alcoholic beverages.

Duplin County will not reimburse employees for snacks.

When may a reimbursement request be reviewed:

Reimbursement requests may be reviewed by Management prior to issuance of check, during internal audit, and/or by the county auditors for compliance with this policy. These reviews may involve review of: receipts for location of vendor, time receipt was issued by vendor, items to be reimbursed, advance travel authorization, and may involve obtaining further clarification from the department head and/or the employee.

How this policy relates to an individual department policy:

This policy constitutes the maximum amount any employee will receive as reimbursement for meals. Individual departments may institute departmental policies that are more restrictive per meal, but individual department policies can not be less restrictive per meal, unless mandated by State or Federal guidelines.

