

ADMINISTRATIVE POLICY 2020-40

SUBJECT: PER DIEM MEAL ALLOWANCE AND GUIDELINES

DATE ISSUED: March 30, 2020

DATE EFFECTIVE: April 1, 2020

APPROVED:  3.30.2020
Lance C. Hoyt, City Manager

SECTION ONE – PURPOSE.

The sole purpose of this policy is to establish a maximum allowance and guidelines for meal expenses of city employees while attending a conference, training or meeting for the benefit of the city or the employee’s performance of assigned duties; commonly known as a *per diem* allowance. This policy amends Administrative Policy 2013-21, 2013-22, 2015-28, and 2018-31. The purpose for this Administrative Policy 2020-40 is to establish per diem guidelines.

SECTION TWO – PER DIEM ALLOWANCE.

1. Upon receipt of an approved “Travel Request” form at least 10 working days prior to the date of the conference, training or meeting, or the date of departure for same, the city will advance meal costs by a check payable to the employee in the amount equal to the total for the meals anticipated during the event, at the following rate, including tips:

| | |
|------------|----------------|
| Breakfast: | \$16.00 |
| Lunch: | \$19.00 |
| Dinner: | <u>\$28.00</u> |
| Total: | \$63.00 |

2. Meal costs will not be paid by the city when meals are included in training, conference or meeting fees.
3. Employees are not required to submit receipts for any meals for which they received per diem allowances.
4. Any breakfast included in approved lodging expenses shall not affect the per diem allowance.
5. Reimbursement: Where an employee has paid for meals for which he/she has not received a per diem allowance in advance, the employee may request reimbursement for meal costs not to exceed the above stated amounts, including tips, upon providing itemized receipts for each meal. Alcoholic beverage expenses shall not be reimbursed.

- a) **Credit Card Purchases:** Where an employee pays for meals with a city credit card, the amount paid for any meal shall not exceed \$16 for breakfast, \$19 for lunch, or \$28 for dinner, including tips. The employee must provide itemized receipts for all credit card expenditures. Alcoholic beverage expenses shall not be reimbursed. Any amount charged to the City credit card in excess of the stated meal limits, must be reimbursed to the City by the employee.

SECTION THREE – GUIDELINES.

1. **Overnight Travel Meal Expenses.** Reimbursements for business on the first and last day of travel will be allowed per the following schedule:

| Summary of Overnight Travel Scenarios: Travel Time | Breakfast Reimbursed | Lunch Reimbursed | Dinner Reimbursed |
|---|-------------------------|---------------------|----------------------|
| Leave before 7am | Yes | Yes | Yes |
| Leave after 7am, before 12pm | No | Yes | Yes |
| Leave after 12pm, before 7pm | No | No | Yes |
| Return before 12pm | Yes | No | No |
| Return after 12pm, before 7pm | Yes | Yes | No |
| Return after 7pm | Yes | Yes | Yes |

2. **Same Day Travel Meal Expenses: Reimbursements for business meals during same day travel** will be allowed per the following schedule:

| Summary of Same Day Travel Scenarios: Travel Time | Breakfast Reimbursed | Lunch Reimbursed | Dinner Reimbursed |
|--|-------------------------|---------------------|----------------------|
| Leave before 7am, return before 1pm | Yes | No | No |
| Leave before 7am, return before 7pm | Yes | Yes | No |
| Leave before 7am, return after 7pm | Yes | Yes | Yes |
| Leave before 12pm, return after 7pm | No | Yes | Yes |
| Leave before 12pm, return before 7pm | No | Yes | No |
| Leave after 1pm, return before 7pm | No | No | No |

Meal reimbursements for same day travel are considered taxable employee benefits and will be paid through payroll. If business was conducted during the meal, the meal reimbursement is not taxable (IRS Publication 15-B). Please refrain from charging a taxable meal on a City charge card. Promotional hosting and business meals are excluded from these requirements.

3. Meals While Not Traveling: Expenses incurred for meals and refreshments exclusively between and among City Personnel are not reimbursable while not traveling, except that expenses for meals and refreshments may be reimbursed for official City business purposed as follows:

- a. Meals and refreshments consumed for City staff meetings or City Council retreats, workshops or meetings lasting more than a half day or extending past 1pm for lunch and 6pm for dinner.
- b. Meals and refreshments consumed on-site when an integral part of a job-related meeting (consultant, attorney or business partner is present and business is continued through the meal period), conference, convention or training.
- c. Working meetings with or between City Council, where City business schedules necessitate.
- d. Meals to encourage voluntary participation over the lunch hour to participate in a business meeting, training or other information gathering.
- e. Occasional meals and refreshments to facilitate working late (in excess of 10 hours) or weekend hours (in excess of 6 hours) to meet deadlines or complete an important project, grant application, etc.
- f. Department level recognition meals per the City's Employee Recognition Policy.
- g. A meal for an employee required to work continuous overtime during an emergency or disaster.

SECTION FOUR – AMENDMENTS.

This policy shall not be construed to amend any prior policy for payment or reimbursement of expenses incurred while on city business except as stated above for the limited purpose of establishing a new policy for payment of meal costs.