

**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

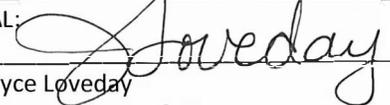
CHAPTER	SECTION	TITLE	HISTORY		
3	29	REIMBURSEMENT FOR MEALS WHEN NOT ON OVERNIGHT TRAVEL	Adopted 2013	Campus Forum	Reviewed 2018
			Revised 2018	2018	Next review 2021

**POLICY**

There are limited situations in which meals incurred by employees who are not on overnight travel status may be reimbursed. In such instances, reimbursement will be on an actual cost basis as evidenced by a receipt (including tax and customary gratuity) up to the applicable maximum per meal entitlement amount in OFM 10.90.10. For such meals to be authorized, the employee must be conducting official business for the College; generally at the request of the College and at a location other than the employee's official work station.

These types of allowable meals fall into three categories: 1) the eleven-hour rule, 2) meals with meetings, and 3) emergency situations. When reimbursed for these types of meals, employees are encouraged to consult with IRS guidelines as to the taxation of these meal payments.

The College seeks full compliance with the most current guidelines published in the Office of Financial Management (OFM) policy and procedure manuals.

APPROVAL: By: <u></u> Dr. Joyce Loveday	Date: <u>8-29-18</u>
Board Chair Review: <u></u>	Date: <u>8/29/18</u>