

Title: Administrative Policy Food and Beverage Expenditures	Policy No. Part 1, County Administration Chapter 3, Operations Section 5
	Effective Date April 1, 2008
Policy Custodian Administrative Services	Adoption/Revision Date November 10, 2010

Adopting Resolution(s): CC08-166

References (Statutes /Resos/Policies): CC98-130

Purpose: To define the County's policy regarding food and beverage expenditures.

Policy: Food and Beverages

- A. Business Related Meetings
The appropriate Department Director or Elected Official shall authorize expenditures on food/beverages for business related meetings.
- B. Conferences, Trainings, and Special Events
The County may pay for special occasion banquet meals and events hosted or sponsored by the County with the approval of the Department Director or Elected Official.
- C. Staff Meetings
The County will not pay for food/beverage provided for routine staff meetings.
- D. Food/Beverage associated Business Travel:
See the Travel Policy