

<b>Procedure</b> Part 1, General County Administration Chapter 3, Operations Section 5	<b>Last Update:</b> March 18, 2008
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**References:** County Policy Manual- Food and Beverage Expenditure

**Purpose:** To establish a procedure for reimbursement of food and beverage expenditures.

**Procedure:**

A. Business Meals

Itemized receipts must be submitted for all food/beverage expenses incurred. Expenses may be reimbursed upon completion of a Claim Voucher indicating the date, place, persons attending and business purpose. The cost of business food/beverage charged to a County Procurement card must also state the date, place, persons attending and business purpose and must be submitted with the monthly Procurement card rollup. If a receipt is not available, a written explanation for the expense must be submitted.