

Procedure Part 1, General County Administration Chapter 5, Operations Section 7	Last Update: 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.