



## **Meal Reimbursement Policy**

Applies to:	<i>All Employees.</i>
Select Board Original Adoption:	<u>September 13, 2011</u>
Amended on:	--
Last Reviewed by Select Board:	August 22, 2017

### **POLICY STATEMENT**

Meal reimbursement will be limited to no more than the following, including taxes and gratuities. Expenses incurred in excess of these limits will be at the employee's expense.

One Day Conference

Lunch \$15.00

Overnight

Breakfast \$10.00

Lunch \$15.00

Dinner \$25.00

Employees must submit **original** itemized receipts for employee **ONLY** with their reimbursement request. Non-itemized charge slips **WILL NOT** be accepted.

The Town of Southampton **WILL NOT** reimburse employees for the purchase of alcoholic beverages.

The policy has been recommended by the PPPB 7/20/2011.