

Administrative Procedure

Office of the City Manager

Meal Reimbursements/P-cards

Meals resulting from City business purposes, excluding overnight travel, are eligible to be reimbursed, with a receipt detailing the purchase. Additionally, City issued purchasing cards (P-cards) may be used to purchase meals resulting from City business purposes. All meal purchases relating to City business purposes require prior approval from the City Manager or their designee. Those meal purchases or reimbursements should be no greater than the appropriate amount detailed in the per diem schedule in the Travel Policy. Any expense not in line with this policy will be paid by the employee. No receipts including the purchase of alcohol will be eligible for reimbursement. Purchases and reimbursements must contain documentation of the prior approval and the City business purpose.

Meals may be reimbursed for non-employee professionals as a guest in the role of instructor or mentor for a one-time occurrence at the discretion of the City Manager or their designee. The amount shall not exceed one and a half times the per diem rate amount for the meal. No alcohol purchases will be reimbursed at any time for any circumstances.