



REPORT TO APC

ITEM NAME:	HR-007
MEETING DATE:	10/17/2023
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

ISSUE: Reimbursement of Meals.

OBJECTIVES: Clarify how meals are reimbursed.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Per-diem of meal reimbursement without verification on amount spent.

PROPOSAL: Have a limit on how much is allowed each day (GSA rate scale). To get meals reimbursed you must show a receipt of purchase.

ADVANTAGES: Allow employees to get reimbursed on meals they purchase.

DISADVANTAGES: Employees would need to turn in receipts and keep track of meals.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) If give employees get a pre-diem then we need to budget for that amount each day for meals when traveling.

RECOMMENDED ACTION: Allow GSA to show the max amount that could be reimbursed when traveling. Receipts must be turned in to show actual amount spent.

OTHER OPTIONS CONSIDERED: Company credit cards used when purchasing meals so employees do not need to be reimbursed. A receipt would still be required for the credit card statements.

TIMING REQUIREMENTS/CONSTRAINTS: none

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY
Account Number:
Description:
Budgeted Amount:
Spent to Date:
Percentage Used:
Remaining:

ATTACHMENTS (describe briefly): HR-007 & GSA Rates