

## **Per Diem Update**

### **Current Language**

Actual meal costs must be documented by an itemized receipt, listing what was purchased, not just the total. Alcohol charges are prohibited. Total meal costs should not exceed sixty dollars (\$60.00) per day including tip. Additional amounts may be approved by the City Manager, where required in high-cost areas. Tips may not exceed twenty percent (20%) of the service bill. If meal costs are for persons other than the employee, those persons must be entitled to reimbursement and shall be listed by name and title, along with the nature of the topic of discussion, or purpose of the meeting.

### **New Language**

Employee Per-Diem is to cover meals and other miscellaneous expenses when traveling. Medina will use the General Services Administration ("GSA") standard to apply a flat rate for daily use. If any meal(s) is/are provided at no cost to the employee as part of their travel, that meal will be subtracted from the total daily per diem rate. If the area you are traveling to is not listed by the GSA, the standard rate will be applied.

*The General Services Administration (GSA) establishes per diem rates for federal employees traveling within the continental United States (CONUS) to cover meals and incidental expenses. These rates are updated annually, typically in mid-August, for the upcoming fiscal year, which begins October 1st. The GSA's per diem policy ensures fair and equitable reimbursement for federal travelers.*

Per-Diem reimbursement is not taxable and will be processed within two weeks of your travel.

## **Food and Beverage Purchasing**

1. PURPOSE: The purpose of this procedure is to provide guidance regarding when purchases of meals and refreshments by the City are reasonable, allowable and related to the conduct of City business or services.

### **2. PROCEDURES:**

The following is a list of situations in which the reasonable cost of food and beverage items and supplies are allowable City expenses:

- Working lunches where staff are expected to attend and the meeting is scheduled during a meal period.
- Working meals attended by the City Manager and elected officials or executives from other states and local agencies and jurisdictions.
- Meals or refreshments provided at City Council meetings, City Council study session meetings, City Council retreats and other meetings for

elected officials and/or staff members and others required to attend such meetings

- Meals provided during recruitment of key City positions and for interview panels.
- Meals provided at staff appreciation and recognition events.
- Refreshments for ceremonies, receptions and special events sponsored by the city.
- Meals or refreshments provided for working lunch or dinner meetings of commissions, committees, and task forces.
- Light refreshments at meetings such as training sessions, committee and commission meetings, regional meetings and staff meetings.
- Meals or refreshments provided for city employees and others responding to emergency situations (e.g., weather-related event or other event requiring use of emergency coordination center).
- Meals or refreshments provided to seasonal employees attending their department orientation.

Alcoholic beverages are prohibited at City functions and are not allowed as reimbursable expense.

The purchasing employee or department must have sufficient budget authority to fund the expense.

Purchases are to be processed for approval according to City policy, work rules, or practices:

### **External Payment Verification**

An external payment verification policy outlines the procedures for confirming the legitimacy of transactions and the identity of the parties involved when processing payments from outside sources. It is a critical component of a company's fraud management strategy and is required for compliance in many industries.

**Employee Direct Deposit** – For employee direct deposit verification, employees are required to submit a paper copy of their request directly to either the Finance Director, or the Assistance Finance Director. No form will be accepted electronically by email.

**City Vendors** – For all other vendors, the City requires that every change to a company's bank account information or mailing address shall be verified by either the Finance Director or the Assistant Finance Director by phone with a trusted point of contact and never by email alone.

For new vendors that are processed by ACH, the pre-note process may be utilized to ensure banking information is accurate prior to payment.