



Meal Reimbursement Policy

Applies to:	<i>All Employees.</i>
Select Board Original Adoption:	<u>September 13, 2011</u>
Amended/Approved – Select Board	Feb. 14, 2023
Last Reviewed by Select Board:	Jan 31, 2023

POLICY STATEMENT

The Town of Southampton provides employees with a meal allowance while on official business. Employees must obtain pre-approved, written authorization from their Supervisor to attend a conference, training, meeting or similar event in order to claim reimbursement for meals. Department Heads must notify the town Administrator ahead of time of their intended absence to attend such events. Reimbursements will only be made for expenses consistent with approved dates and locations. Expenses paid directly to the vendor must not be duplicated, reimbursement is not allowed if meals are included in paid conference/training fee. Only meal receipts for the designated town employee will be accepted.

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/Training/Meeting

Lunch \$18.00

Overnight

Breakfast \$12.00

Lunch \$18.00

Dinner \$30.00

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

Reimbursement Process

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

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