

Reimbursement of Business Meals

Purpose

To establish policy and procedures for reimbursement of business meal expenses. This policy operates as an exception to the Borough's per diem policy.

Policy

1. It is the policy of the Borough to reimburse employees and certain elected officials for actual meal expenses incurred during their participation in Borough business under the following conditions:
 - Assembly members while conducting borough business.
 - An employee while attending a meeting or similar function as an official representative of the Borough, when the business or program presentation is conducted during a meal for which the employee must pay.
 - An employee while engaged in negotiations or officially consulting with a representative of another government agency or commercial concern with which the Borough is cooperating or doing business, and the meeting is for the benefit of the Borough. The employee may extend the courtesy of paying the guest's meal and be reimbursed for the guest's and his/her own meal.
 - The Mayor or designee (and spouse) is officially representing the Borough at a convention, banquet, or similar function.
2. A service gratuity of up to 15 percent will be reimbursed when paid as part of the meal expense.
3. Reimbursement shall not be allowed for alcoholic beverages.
4. Reimbursement shall not be allowed for room service in excess of the standard per meal rate.
5. Receipts must accompany credit card charges.
6. The Borough Mayor or Assembly President, as applicable, are the only persons authorized to approve any exceptions to this policy.

Approved:

David R. Carey, Borough Mayor

Date