

## EXCEPTION APPROVAL

### Reimbursement of Business Meals

#### Purpose

To establish policy and procedure for reimbursement of business meal expense, this policy would be an exception to the Borough's per diem policy.

#### Policy

1. It is the policy of the Borough to reimburse employees for actual meal expenses incurred or, for Assembly members who choose, at the per diem reimbursement rate as identified in the borough travel policy, during their participation in Borough business under the following conditions:
  - Assembly members while conducting Borough business.
  - An employee is attending a meeting or similar function as an official representative of the Borough, and the business or program presentation is carried on during the meal for which the employee must pay.
  - An employee is 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 guests meal and be reimbursed for the quests and his/her own meal.
  - The Mayor or designee (and spouse) is officially representing the Borough at a convention, banquet or similar function.
  - An employee is requested by their department head to work through lunch.
2. A service gratuity of up to 15% will be reimbursed when paid as part of the meal.
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 and Assembly President, as applicable, ar the only persons authorized to approve any exceptions to this policy.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_