

POLICY CHANGE FOR MEETING EXPENSES AND REIMBURSEMENTS

Policy change effective February 27, 2018

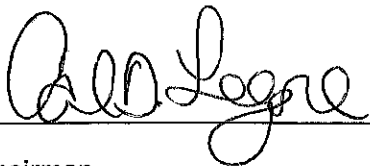
Board of Supervisors minutes—Tuesday, February 27, 2018

It was moved by Cooper and seconded by Jacobs to approve the attendance of county employees to schools of instruction and county meetings including mileage and necessary expenses.

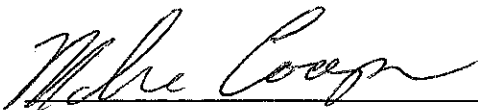
- A maximum of \$50.00 per day, with detailed meal receipts attached indicating each employee, will be paid for authorized work activities requiring an overnight stay.
- Per IRS Publication 15-B, any expense for noon meals or any other meal expenses not requiring an overnight stay (separate detailed receipt required) will be considered a taxable fringe benefit and will be reimbursed to each employee via payroll.
- Alcoholic beverages and/or tips for the meal will not be reimbursed.
- Expense rate for all mileage will be paid by Calhoun County for use of personal vehicles at \$0.50 per mile (depending on the department policy) and will pay the necessary parking fees while at meetings with receipts attached.
- The county will reimburse hotel expenses at the block room rate (if available). If no block room rate is available, hotel rooms will be reimbursed at the government rate or the maximum of \$110.00 basic rate per night. Exceptions to this amount must be approved in advance by the Board of Supervisors.

Ayes all. Motion carried.

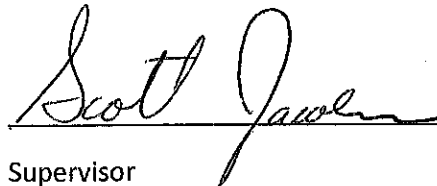
Approved by the Calhoun County Board of Supervisors on Tuesday, February 27<sup>th</sup>, 2018.



Chairman



Supervisor



Supervisor