

#40 Employee Meals Reimbursement

Policy Title	# 40 Employee Meals/Reimbursement
Header Info <ul style="list-style-type: none"> <li>• Adopted</li> <li>• Revised</li> </ul>	06/2021
Rule Reference	NA
Global Policy Statement  (What and Why)	CICL sets the following guidelines to support uniformity and fairness in reimbursing employees for expenses
Guidelines/Process Statements  (How)	<p>Any CICL employee that accompanies a consumer or consumers to a fast food or Drive through restaurant for the purpose of purchasing a meal as approved by a supervisor may purchase a meal for him/herself. <b>CICL will pay up to \$11 of the cost of the meal. Any purchase of food for or by the employee over the \$11 limit is to be paid by the employee at the time the purchase is made.</b></p> <p>Any CICL employee that accompanies a consumer or consumers to a full-service restaurant for the purpose of purchasing a meal <u>as approved by a supervisor</u> may purchase a meal for him/herself. <b>CICL will pay up to \$16 of the cost of the meal. Any purchase of food for or by the employee over the \$16 limit is to be paid by the employee at the time the purchase is made.</b> CICL will not pay for food purchased by a CICL employee as part of a consumer activity, such as a movie or ballgame. CICL will not pay an employee for food that is not specifically a meal as compared to a snack or refreshment. For example, an ice cream cone from UDF. A supervisor can answer any questions concerning this policy. Failure to follow this policy can result in disciplinary action and dismissal. <u>Procedure for paying employee’s share of expenses:</u> Subtract \$11 or \$16 from the cost of the employee meal and pay the excess cost of the employee meal to the restaurant in personal cash or personal debit card or personal credit card before paying the balance with the CICL credit card. The receipt will indicate what part the employee paid and show the balance of the bill that will then show up on the CICL credit card statement. CICL reserves the right to reject any receipt that does not have the correct information on it. Incomplete or erroneous information on a receipt can result in disciplinary action or dismissal.</p>
Forms Titles of Forms	Expense Reimbursement form
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