



## **PERSONNEL POLICY**

### **SUBJECT: REIMBURSEMENT FOR EVENING MEALS**

DATE: January 1, 2017

Number: 328-16

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#### **I. Statement of the Policy**

Fulton County will reimburse an employee up to a certain amount when official County business (such as public hearings or zoning board and planning board meetings) requires that the employee's regularly scheduled work day be extended and the employee pays for a meal at a commercial restaurant.

#### **II. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## PERSONNEL PROCEDURE

### SUBJECT: REIMBURSEMENT FOR EVENING MEALS

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#### I. Reimbursement Parameters

Fulton County will reimburse an employee up to \$15.00 per meal for evening meals when official County business (such as public hearings or zoning board and planning board meetings) requires that the employee's regularly scheduled work day be extended three hours or more and the employee pays for a meal at a commercial restaurant.

#### II. Procedure for Meal Reimbursement

A. The employee must submit a receipt for the cost of the evening meal to his or her department head.

B. The reimbursement request must include information related to the employee's official after-hours assignment.

C. The department head will determine whether to approve the reimbursement request.

D. After approval of the reimbursement by the department head, the department head will forward the request for reimbursement to the Finance Department for payment to the employee. The Finance Department is authorized to reimburse an employee for an approved evening meal, up to \$15.00 per meal.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".