

Meals	<b>10040</b>
Chapter 10: Travel	Department: Finance
Date Approved:	Date Revised: June 11, 2018
Source Reference: Nogdawindamin Internal	

## **POLICY:**

Nogdawindamin Family and Community Services Employees who are required to travel on Agency business will be reimbursed for meals incurred during travel based on rates approved by the Board of Directors.

## **PROCEDURE:**

1. An allowance for breakfast will be paid if the employee is required to travel before 7:30 a.m.
1. An allowance for lunch will be paid if the employee is required to remain away from or required by their Supervisor to remain in the Agency office between the hours of 12:00 noon and 1:00 p.m.
  - a) Employees are encouraged to flex their time to accommodate a lunch break. Employees who elect on their own accord to remain in the office during the lunch break will not be reimbursed for a meal;
  - b) Lunches claimed for supervision meetings at the employee's normal place of employment will not be reimbursed, unless the supervision meeting is a working lunch meeting with no opportunity to flex lunch hour.
2. An allowance for supper will be paid if an employee is required to remain away from or required by their Supervisor to remain in the Agency office after 6:00 p.m. due to travel or unplanned work arrangements, unless supper is provided.
  - a) Employees who elect on their own accord to remain in the office after 6:00 p.m. will not be reimbursed for a meal. Employees who are flexing their schedule to work an evening must include a supper break. Supper meals will not be provided in these instances.
3. Employees will not be reimbursed for meals if they are included as part of a meeting or event and the employee decides to eat elsewhere unless the meal does not accommodate their specific dietary restrictions.
4. If meals are bought for other than the employee, receipts must be submitted for reimbursement up to the amount set by the Board of Directors. Costs for alcoholic

beverages will not be reimbursed at any time. Detailed receipt and not just the debit/credit slip is required.

5. When an employee is on Agency business and weather prohibits them from returning to their workplace, meal expenses will be paid.
6. The employee will claim meals on the Travel Expense Claim at the end of the month in accordance with the [Travel Disbursements Policy #10010](#).

### **Board Approved Rates**

<u>Item</u>	<u>Allowance</u>
<u>Mileage (per kilometer)</u>	<u>\$0.52</u>
<u>Breakfast (3:00 am until 11:00 am)</u>	<u>\$15.00</u>
<u>Lunch (11:00 am until 5:00pm)</u>	<u>\$15.00</u>
<u>Supper (5:00pm to 3:00am)</u>	<u>\$40.00</u>
<u>Private Accommodations</u>	<u>\$50.00</u>
<u>Incidentals</u>	<u>\$17.00</u>