

RESOLUTION 2017-01

A RESOLUTION AMENDING SUBSECTION 12.C.4, REIMBURSABLE EXPENSES, OF SECTION 12, EXPENSES AND REIMBURSEMENTS, OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL (CHANGES TO MEAL EXPENSES)

WHEREAS, the Tooele County Commission desires to revise and update the County's policies regarding payments for employee meals when traveling.

NOW, THEREFORE, BE IT RESOLVED BY THE TOOEELE COUNTY COMMISSION that Personnel Policies and Procedures Subsection 12.C.4, Expenses and Reimbursements, is hereby amended to read as attached hereto, which attachment is, by this reference, made a part hereof.

EFFECTIVE DATE: This resolution shall take effect immediately upon passage.

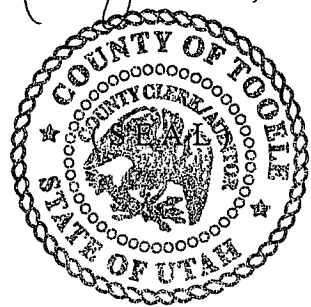
DATED this 3rd day of January 2017.

ATTEST:

TOOELE COUNTY COMMISSION:

Marilyn K. Gillette
MARILYN K. GILLETTE, Clerk / Auditor

Wade B. Bitner
WADE B. BITNER, Chairman



Commissioner Bateman voted *aye*
Commissioner Bitner voted *aye*
Commissioner Milne voted *aye*

APPROVED AS TO FORM:

Scott A. Broadhead
SCOTT A. BROADHEAD
Tooele County Attorney

SECTION 12
EXPENSES AND REIMBURSEMENTS

C. REIMBURSABLE EXPENSES:

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4. Meal costs are paid as follows:

- a. Per diem meal allowance shall be the same as the per diem rate used by the United States General Services Administration (see www.gsa.gov). The per diem rates differ by the travel location, and the primary destination shall be used to determine which per diem rate applies. Employees are only eligible for 75 percent of the total per diem meal allowance rate for the location to which they are traveling on the first and last day of travel.
- b. Meal allowance per diem includes tax, tips, and all other costs associated with meals.
- c. Costs of alcoholic beverages are not reimbursable.
- d. No meal allowance or reimbursement for same-day travel will be allowed. Same-day travel is defined as a trip which begins and ends at the home base and occurs in one calendar day (i.e., begins on Monday and ends on Monday).
- e. The value of meals, other than continental breakfasts, included in the registration for a function will be deducted according to the allowance listed in Subparagraph a. A copy of the conference or a travel agenda must be attached to the per diem request.
- f. If circumstances arise where the traveler does not participate in provided meals, the traveler may receive the per diem rate for those meals with prior approval from the Department Head.
- g. When there is an additional fee paid by the County for a traveler to attend an associated breakfast, luncheon, dinner, or banquet, the cost of such meals will be deducted from the traveler's per diem allowance for that day.
- h. The traveler may choose to accept the per diem rate for travel or to be reimbursed at the actual meal cost with original receipts as required by IRS guidelines. Reimbursement is for the traveler only. If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only.

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