



MEAL ALLOWANCE POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding expense reimbursement for meals.

Policy:

The meal allowance policy approved by the Common Council provides reimbursement for an amount up to \$40.00 per day for overnight travel and \$25.00 per day, if no overnight travel. Receipts are required. In addition to the cost of the meal, reimbursement will be made for a gratuity not to exceed 15 percent of the cost of the meal. Reimbursement will not be made for alcoholic beverages.

Procedure:

1. To be eligible for meal expenses an employee must be out of town on City business during or through a meal period.
2. Meals will not be approved if an employee leaves the City or returns from out-of-town business within a reasonable time of a normal meal period.
3. All requests for reimbursement must be made on the standard [COWR Expense Reimbursement Form](#) and supported by a receipt(s). Documentation of the reason that necessitated the expense must be indicated on the form. Completed [COWR Expense Reimbursement](#) forms must be submitted through the Department Head to the Finance and Business Office.
4. The request for the meal reimbursement amount should be reasonable and consideration to grant the reimbursement will include the meal period (breakfast, lunch and/or dinner), and the location (city or town) of the meal.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.