

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Reimbursement of Expenses 335.0000.14

Meal Costs
Policy Number: 335.0102.93

POLICY

Individual Meals

The College shall reimburse elected and appointed officials, students, employees, and volunteers for the actual meal expenses that are incurred during authorized travel. These individuals are expected to purchase meals not to exceed the applicable Federal rate per day for the geographic area involved. (Federal meal rate information is available in the Business Office.) The President, or his/her designee, shall be authorized to approve expenses in excess of this rate. In no circumstance shall the College reimburse individuals for the expense of alcoholic beverages incurred. A fully itemized claim including receipts, bills, statements, gratuities, etc., shall be submitted to the College with all meal reimbursement requests, using the College's claim form.

Group Meals

The College shall reimburse elected and appointed officials, students, employees, and volunteers for actual meal expenses that are incurred for authorized group meals. Meals, out of town or in town, for two or more people that are necessary for conducting College business shall be reimbursed on an actual expense basis for all participants. The President, or his/her designee, shall be authorized to approve expenses of this type. In no circumstance shall the College reimburse individuals for the expense of alcoholic beverages incurred. A fully itemized claim including receipts, bills, statements, gratuities, etc., shall be submitted to the College with the reimbursement request, using the College's claim form. The claim must include a list of all meal participants.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1993

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: