

Meal Reimbursement: Employees shall be allowed meal expenses when they are required to attend a meeting in or out of the County. The meal reimbursement rate will be authorized as established by the Board of Supervisors in the month of January each year. Boone County will use the Federal meal rates and can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> . Under no circumstances shall the County reimburse an employee for expenses related to alcoholic beverages. Tips are not reimbursable. Reimbursement for meals shall be processed through the employee's payroll per IRS requirements. Itemized receipts must accompany reimbursement requests. Employees are encouraged to attach receipts to their time sheets in addition to submitting originals to the Auditor's Office. Employees must submit receipts within thirty (30) days of the date of receipt to receive reimbursement.