

POLICY TITLE MEAL REIMBURSEMENT FOR COUNCILMEMBERS DURING VIRTUAL COUNCIL MEETINGS

POLICY STATEMENT:

To reimburse Councilmembers for meal expenses while attending virtual Council meetings the following parameters will apply:

- If Council meeting begins prior to 12:00 pm, a maximum of \$19.00 for lunch is reimbursable.
- If Council meeting goes beyond 6:00 pm, a maximum of \$31.00 for dinner is reimbursable.
- Itemized receipts must be submitted and food expenses for Councilmember only will be reimbursed. Alcohol will not be reimbursed.
- For Reimbursement: Request must be submitted to the Executive Assistant to the City Manager within thirty (30) days. Request must include completed Meal Reimbursement Form and have itemized receipts attached.

AUTHORIZATION: Adopted by motion on June 22, 2021