

## Procedure: Meals While Traveling with the Board

The following procedures are set forth for the purpose of establishing a positive system of control over payment for employees' meals when employees are traveling with ESD board members to meetings or events where ESD business will be conducted or to participate in training events that benefit ESD.

As required by state law, ESD reimburses board members for the actual expenses board members incur while traveling to and from ESD meetings, events or training sessions where board members are engaged in performing their duties as board members. ESD and its board members benefit by having ESD employees attend meetings, events and trainings with board members.

Unless otherwise provided by law, these procedures shall be applicable in paying the costs associated with employees' meals when employees are traveling and eating meals with ESD board members.

1. ESD will pay the actual cost of the employee's own meal, plus customary tips or gratuities, when the meal is eaten with a board member while the employee and board member are traveling to conduct ESD business or to attend meetings or an event associated with the board member's duties.
  - Gratuities are limited to 15% unless a mandatory group gratuity is assessed by policy of the eating establishment.
  - When an establishment requires a mandatory gratuity for a group meal in excess of 15%, that cost shall be allowable as documented on the receipt. Total costs should still be within daily per diem limit.
2. The employee must provide a receipt documenting the actual cost for the meal plus customary tips or gratuities.
3. Employees should make reasonable efforts to keep the actual cost for the meal, plus tips and gratuities, within the per diem amount that is paid for meals while employees are on travel status.
4. Payment/reimbursement for alcoholic beverages is prohibited.