



Policy and Procedure # 721

Reimbursement for Employee Meals and Expenses

Approval: _____ Effective Date: 5/10/24

POLICY:

Employee attending a training session, meeting, business lunch or an overnight stay away from the Shelton area, the following procedure shall apply.

PROCEDURE:

1. Reimbursement rate for meals are:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
2. Reimbursement rates include cost of meals, tax and tips up to 20% of pre-tax cost.
3. EFI will not reimburse for alcohol beverage purchases.
4. All overnight stays must be approved by the Executive Director.
5. Reimbursement process:
 - a. Get a receipt from the restaurant and sign it.
 - b. Present receipt(s) to your department director for approval.
 - c. Submit the approved receipt(s) to the finance department.
6. Employees must submit receipts for any expense incurred for unforeseen circumstance while traveling on EFI business.