

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		5-205
SECTION:	Purchasing	Food Reimbursement Policy
INITIAL ISSUE DATE:	February 14, 1995	
LATEST REVISION DATE:	July 13, 2012	
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PURPOSE

To establish a policy to govern reimbursement for payment for food and beverages consumed by County employees during the course of meetings, trainings, or other Department- or County-sponsored employee functions.

BACKGROUND

This policy establishes guidelines for the payment of food and beverages that are consumed by County employees at Department- or County-sponsored training sessions, meetings, or other work-related functions during breaks where it is impractical for employees to leave the training site to purchase such food and beverages at other locations. This policy is intended to cover the cost of break-time refreshments such as beverages and snacks (pastries, rolls, bagels, or other similar items) for such events but is not intended to provide refreshments for regular staff meetings. The policies for meal reimbursements for employees are not covered under this policy but are included in Chapter 21 of the Personnel Rules. Meal or food expenditures for other types of functions or where food or meals are provided to other than County employees need Board approval.

POLICY/PROCEDURE

The Board of Supervisors adopts the following policy:

Whenever a Department- or County-sponsored training session, meeting, or other work-related function is held in which County employees attend, the Department Head is authorized to provide refreshments, such as beverages and snacks, to be consumed by County staff during breaks. The Department Head is authorized to pay for such expenses from petty cash or the food account in the budget of the department. Such expenses shall not exceed \$250.00.

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RESPONSIBLE DEPARTMENTS

Support Services -- Personnel

REFERENCES

- Administrative Update--07/13/2012
- BOS Policy Resolution No. 2008-02--3/4/08 (Renumbered from 8-300 to 5-205)
- BOS Policy Resolution No. 2002-2--5/7/02 (Amended)
- BOS Policy Resolution No. 2001-10--8/14/01 (Amended)
- BOS Policy Resolution No. 99-1--2/16/99 (Amended)
- BOS Policy Resolution No. 95-3--2/14/95