

## **Meal Allowance**

<b>Reviewed Date</b>		<b>Number</b>	<i>FI0102</i>
<b>Revised Date</b>	<i>June 22, 2016</i>	<b>Approved Date</b>	<i>December 19, 1990</i>

### **Purpose**

The purpose of this policy is to inform Simcoe Muskoka District Health Unit (SMDHU) Board of Health members, employees, students, medical residents and volunteers of the criteria and reimbursement levels for meal expenditures as a representative of SMDHU.

### **Legislative Authority**

N/A

### **Policy Definitions and Interpretation**

Representative(s): For the purposes of this policy are Board of Health members, employees, students, medical residents and volunteers.

### **Policy**

The Simcoe Muskoka District Health Unit will reimburse authorized representatives for meals under the following conditions:

- A. The representative has been assigned or approved by SMDHU to attend a meeting, function or other event, which extends over meal time(s), for direct purposes of the Health Unit aside from their normal routine.
- B. The representative is outside the Simcoe Muskoka geographical area and attending a workshop, conference, convention, seminar or otherwise representing SMDHU on agency business.
- C. Hospitality by management representatives may be extended in the course of doing Health Unit business to someone external to the health unit but this should be carefully considered and may be allowed if approved by the Director where the Director may use their discretion.
- D. In the case of staff educational training sessions run by departments or the agency, meals and refreshments may be paid either by: SMDHU; partially paid by both SMDHU and employee contributions; paid entirely by employees attending; or not paid by SMDHU, all of which is at the discretion of the MOH and/or the applicable department Director, in accordance with the Health Unit's current financial restrictions and allocated agency budgets.
- E. Acceptable receipts are submitted for meal/refreshment reimbursements.
- F. The Simcoe Muskoka District Health Unit will reimburse authorized representatives meal expenses, excluding alcohol beverages, incurred while on Health Unit business

up to the following individual maximums. However meals provided in a venue or already included in registration fees are not eligible for reimbursement.

- Breakfast: \$13.00
- Lunch: \$17.00
- Dinner: \$30.00
- Incidentals with receipts of up to \$5.00 for items excluded in meals such as coffee, tea, snacks or required toiletries purchased while the representative is attending a workshop, conference, convention, seminar or otherwise acting on agency business.
- A reasonable exception to the meal allowance allocation may be extended to someone external to the Health Unit when an authorized managerial representative of the Health Unit is extending hospitality in the course of conducting Health Unit business.

### ***Procedures***

Representatives shall complete an Expense Report (see "Expense Reports" Policy) attaching all necessary receipts within a reasonable time frame after attendance at the event and submit the Expense Report to their direct supervisor for approval.

The direct supervisor shall within 14 days review the request and if acceptable, authorize the approved reimbursement request by signing the Expense Report and forwarding it to the Director/MOH for final approval. The Director/MOH will forward the approved authorization to Finance.

Finance will arrange for a reimbursement cheque to be forwarded to the representative within four weeks after receipt of the Director/MOH's authorization to pay.

### ***Related Policies***

FR0104 - Expense Report

### ***Related Forms***

FR0104(F1) - Expense Report Form

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy Number change - Previous Number B4.080

June 22, 2016: Revised