

# **CHISAGO COUNTY MEAL & LODGING REIMBURSEMENT POLICY**

## **I. POLICY STATEMENT**

The County of Chisago recognizes that its employees and elected officials may be required to travel to perform their assigned duties, or at times may have the opportunity to enhance their ability to serve the county by traveling to workshops, conferences, and events occurring outside the County.

This policy sets forth the conditions under which meals and lodging will be reimbursed by the County in conjunction with said work-related travel.

## **II. POLICY GUIDELINES**

- A. To be eligible for meal and lodging reimbursement, employees and elected officials shall submit expense claims to which detailed/itemized receipts must be attached.
- B. Claims for reimbursement for meals will be paid as per the Federal GSA Rate which is found at [www.gsa.gov](http://www.gsa.gov).
- C. The county will not reimburse for alcoholic beverages, costs associated with the attendance of a family member, and the value of meals included in the cost of registration.
- D. An estimated cost of meals incurred by the employee during out-of-state travel must be approved in advance by the County Board along with approval for the out-of-state travel, pursuant to Chisago County Policy: Section E, Policy 3.
- E. County Commissioners are not eligible for meal reimbursement.
- F. Claims for reimbursement for lodging will be paid as per the Federal GSA Rate which is found at [www.gsa.gov](http://www.gsa.gov).
- G. Deviations from Federal GSA Rates and/or claims for “Conference Packages” shall be approved by County Administration.