

COUNTY OF SUTTER



ROBERT E. STARK, CPA

AUDITOR-CONTROLLER

December 20, 2013

NOTIFICATION OF 2013-2014 MEAL REIMBURSEMENT RATE

Per Board of Supervisors policy as stated in the County of Sutter *Travel and Business Expense Policy* the meal reimbursement rate effective January 1, 2014 until further notice is:

Breakfast	\$	10.00
Lunch		15.00
Dinner		<u>31.00</u>
Total	\$	<u>56.00</u>

In general, the purpose of the policy is to reimburse all necessary and reasonable expenses when performing County business. The rate is intended to minimize documentation required for meal claims. Please refer to the Expense Policy if you require more specific information.

County employees are expected to secure meals and other expenses as economically as possible. If you do not incur a meal expense you are not eligible to claim reimbursement.

Please submit your meal reimbursement claims for the actual cost incurred up to the amounts shown above. Please note that when you sign the required Travel and Business Expense Accounting you are certifying that your claim *"is a true and accurate report of actual expense incurred."*

Thank you for your cooperation,

Robert E. Stark, CPA

Auditor-Controller