

BOARD OF SELECTMEN
Meals Payment Policy
Date: February 20, 1990
1990-1

Reaffirmed: December 20, 1993
Revised: February 17, 1998
Revised: January 22, 2001
Reaffirmed: March 9, 2004

Payment for meal costs incurred by Town employees and officials in connection with Town business shall be based on the following policy:

1. Pre-established Meal Costs: Payment in full shall be allowed for meals which have a pre-established fee as part of a meeting, seminar, conference or other official function. Proof of such pre-established charge must be submitted with the payment request.
2. If an employee or official must be out of Town on official business, a total not to exceed \$65.00 per day may be reimbursed with proof of meal receipts.