

HIDALGO COUNTY, TEXAS MEAL POLICY

Overview

Policy and Guidelines



- Payment or reimbursement of non-travel meals, refreshments, and related expenses are allowable if incurred during a County sponsored event where:
 - ▣ Attendees include at least one County employee and one or more non-County employees; or
 - ▣ Attendees include County employees from more than one County department. Such events should be infrequent (no more than four times during the calendar year per County department).

Policy and Guidelines



- The County sponsored event must:
 - Be to conduct substantial and bona fide official County business;
 - Last three or more consecutive hours
 - Occur during recognized meal periods
- Expenditures may be incurred only for those attendees whose presence is necessary for the purpose of the event.
- Expenditures that will result in taxable income will not be reimbursed.

Policy and Guidelines



- ❑ Sufficient appropriation in the budget (object 630, food)
- ❑ Grant funds may be used if specifically authorized
- ❑ Meals may not exceed \$8 per person or \$250 per event
- ❑ Refreshments may not exceed \$4 per person or \$125 per event
- ❑ Related expenses may not exceed \$25 per event

Policy and Guidelines



- Documentation requirements
 - Purchase order
 - Original itemized invoice or receipt
 - Completed Form M-1, “Non-Travel Meals, Refreshments, and Related Expenses Claim”
 - Documents date, time, place, amount, and business purpose of event
 - Written agenda
 - Sign-in sheet

Prohibited Expenditures



- ❑ Alcoholic beverages
- ❑ Supplies for coffee breaks, office refreshments, etc.
- ❑ Regularly scheduled staff meetings
- ❑ Social events such as celebrating holidays or birthdays
- ❑ Employee recognition, volunteer recognition, or thank you events
- ❑ The cost of meals or refreshments covered by a registration fee
- ❑ Charitable or political functions

Questions or Comments

