

Expense Reimbursement Policy

Meals

Personal meals are defined as meal expenses incurred by the employee when traveling on behalf of the Sacramento Roman Catholic Diocese dining on an out-of-town business trip (90 miles or more one way). Approximate meal expense guidelines are as follows:

- \$10/day for breakfast
- \$15/day for lunch
- \$25/day for dinner

Business Meals Taken With Other Employees

Employees will be reimbursed for business-related meals taken with other employees only in the following circumstances:

- When a client is present
- When at least one diocesan employee is from out of town
- On the occasion of a new employee's first day (Director and new employee).

Complete documentation is required in order to gain reimbursement from the Diocese. This documentation is also required by the IRS in order to be considered a non-taxable business expense reimbursement. Complete documentation includes:

- Detailed meal receipt
- List of all guests and purpose of meeting written on the back of the receipt or attached to the receipt

Approximate meal expense guidelines are as follows:

- \$10/day for breakfast for each person
- \$15/day for lunch for each person
- \$25/day for dinner for each person

Please note that employees will not be reimbursed for entertaining other employees unless there is a direct reporting relationship between them.

Department Meals

A Director may take their department to breakfast or lunch once a year. Prior planning must be approved with the Chancellor.

Documentation identical to the above must be submitted for reimbursement and/or payment.

Standard meal allowance amounts are to be adhered to as follows:

- \$10/day for breakfast for each person
- \$15/day for lunch for each person.

In addition, the Director may purchase items for staff birthdays such as cake, donuts, bagels, ice-cream, etc.