



## **City of South Bend Administration & Finance Policy Manual**

### **2.7.1 City-Sponsored Meal Policy**

**Effective: October 13, 2015**

**Purpose:** This policy defines the City Sponsored Meal Policy for the City of South Bend.

**Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

**Responsibility:** This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

**Effective Date:** This policy is effective November 1, 2015.

#### **1.0 Policy Statement**

The City of South Bend will establish a uniform City-Sponsored meal policy, applicable to all city employees and all City Departments and Bureaus, for use when considering the use of City funds to pay for meals for employees, constituents and other City-related business matters.

Each employee is responsible for adhering to the policy and guidelines defined herein when incurring expenses on behalf of the city. Those authorized to approve meal expenses are responsible for being familiar with the need for the expenses and are to be satisfied that the expenses are appropriate as reported and in line with this policy.

"Meals" include breakfast, lunch, dinner and any other food purchases (snacks, light refreshments, etc.). "Meals" do NOT include food purchased for City-Sponsored youth or adult recreation programs.

#### **2.0 Acceptable City-Sponsored Meal Expenses**

2.1 Meal expenses will be allowed to be covered by City funds under the following circumstances:

- On-site training lasting more than 4 hours
- Off-site training lasting more than 4 hours
- Meetings with other than City officials lasting more than 4 hours

2.2 Meal expenses should be kept to a minimum at all times. Those in charge of purchasing the food for the meetings/trainings should be kept under \$30 per person per meal, whenever possible. Meal expenses are subject to City of South Bend purchasing and accounting policies including substantiation of expenses, issuance of purchase orders, etc.

2.3 Meals incurred in connection with business travel are covered by the City of South Bend travel policy.

#### **3.0 Disallowed City-Sponsored Meal Expenses**

3.1 Meal expenses will NOT be allowed to be covered by City funds under the following circumstances unless PREAPPROVED by the City Controller or Mayor's Office:

- On-site or off-site training lasting less than 4 hours
- Meetings with other than City officials lasting less than 4 hours
- Any holiday parties (this does not include the City-Wide Employee gatherings sponsored by the Mayor's Office open to all City-Employees)