

## **Business Meeting Expense Policy**

State law prohibits a municipality from any payments that might be considered a “gift of public funds” to either City employees or for any other payments. It is necessary to show that there is a **clear business purpose** for any payment for it to be considered appropriate. While this is relatively simple to do in the normal day-to-day business of the City, the reimbursement or payment for meals, such as lunch or dinner for employees, Councilmembers, board members, or consultants needs some documentation:

A detailed receipt is necessary to pay for or claim the reimbursement of business-related meal expenses. **A credit card slip is not sufficiently detailed to serve as the proof of payment or for reimbursement.** A detailed slip showing what food was purchased needs to be obtained from the restaurant and presented as part of the claim.

An agenda of the business meeting should be provided to demonstrate the business purpose. If an official agenda is not available, the staff person claiming reimbursement should fill out the **Business Meeting Expense Form**. If any handouts or other material was discussed, also attach that material to the form.