

RESOLUTION NO. 21 - _____

A Resolution Amending The Richland County Employee Handbook Meal Reimbursements

WHEREAS Administrator Langreck has made recommendation to the Finance and Personnel Committee to consider the proposed amendments to the Employee Handbook of the regarding a daily increase reimbursement amounts from \$20.00 to \$25.00 and reimbursement criteria, and

WHEREAS, the proposed amendments to the Employee Handbook regarding meal reimbursements align with proposed changes to Rule 16 of the County Board Rules impacting elected officials' meal reimbursements, and

WHEREAS, this proposal has been considered in conjunction with future budget challenges.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Richland County Employee Handbook, page 26, referencing meal reimbursement is hereby amended by repealing the following crossed-out words and adopting the following underlined words:

2. Meals: Policy as to reimbursement for meals:

- Actual expenses for meals shall be reimbursed in amounts not to exceed ~~\$20.00~~ \$25.00/day.
- Alcoholic beverage is not a reimbursable expense.
- The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.
- Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating "room service" charges will not suffice.)
- Reimbursement of meals is only warranted when traveling out of the county on county business. All employees' meal reimbursements must be approved by the department head.

BE IT FURTHER RESOLVED that this Resolution shall be effective 01 January 2022.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE
FINANCE AND PERSONNEL COMMITTEE

AYES _____ NOES _____

FOR AGAINST

RESOLUTION

SHAUN MURPHY-LOPEZ	X
DAVID TURK	X
MELISSA LUCK	X
MARTY BREWER	X
LINDA GENTES	X
MARC COUEY	X
DONALD SEEP	X

DEREK S. KALISH
COUNTY CLERK

DATED: JULY 20, 2021