

# REIMBURSABLE EXPENSES WHILE HOSTING A GUEST

SECTION:	Finance
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SUBJECT:	Reimbursable Expenses While Hosting Guests
EFFECTIVE DATE:	5/11/05
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## PURPOSE

To provide guidelines and limits on charges, including reimbursable expenses incurred by Davis Behavioral Health while hosting officials and guests of the agency on a recurring or one-time basis.

## POLICY

Davis Behavioral Health will, in special circumstances, reimburse employees/guests' expenses for meals purchased while conducting official business.

## PROCEDURES

1.0 Functions for which meal cost reimbursement is permissible are:

- 1.1 Meetings of the Board, Committees of the Board, or Local Authority.
- 1.2 Functions of an exigent nature that could not be anticipated, where food costs must be incurred in the line of duty.
- 1.3 Meetings at conventions, conferences and seminars where an employee is representing the agency.
- 1.4 Other functions or situations specifically authorized by the CEO and CFO, such as meetings involving food costs with individuals who are or are not paid agency employees.

2.0 Specific approval criteria for functions incurring charges:

2.1 The meeting must have an agency purpose and be authorized by the Executive Leadership Team (ELT) for the benefit of Davis Behavioral Health.

2.1.1 The primary purpose may not be merely good will.

2.1.2 The nature must be of a clear agency nature and not for the purpose of furthering personal or social relationships between the employee(s) and guest(s) or the agency and guest(s).

2.1.3 Expenditures will not be paid when the meeting between Davis Behavioral Health and guest(s) or the employee(s) and guest(s) occurs where there is a little or no probability of engaging in the active conduct of agency business, such as meetings at nightclubs, sporting events or other essentially social gatherings.

2.2 On-going authorized Boards, Local Authority, or Committees where food is provided and where expenditures will be requested must receive prior approval from the ELT to provide food. The organization staffing said Board, Council, Task Force, or Committee will be responsible for requesting approval (See 5.0.).

### 3.0 Specific approval criteria for guests/employees incurring charges include:

3.1 All Board, Local Authority members, or committee members must be serving without compensation or per diem expense that would normally cover meals.

3.2 Employees attending conferences, seminars, or conventions must not be receiving per diem expenses that would normally cover meal costs.

### 4.0 Limits on Expenditures:

4.1 Unless otherwise approved as an exception by the ELT, the allowable cost of meals will be consistent with agency guidelines.

4.2 No charges relating to serving or consumption of alcoholic beverages may be included in payment requests.

### 5.0 Procedures to obtain prior approval:

5.1 To obtain prior approval (as specified in 2.2) the requesting individual should submit an explanation of the function at which food will be made available including frequency of the meetings, locations, type of meeting (breakfast, lunch, dinner), purpose, attendees, and the agency organization responsible for arranging the meeting. Once ongoing functions are approved in concept, payment requests will be submitted directly to the Purchasing Coordinator.

5.2 If the requesting organization cannot anticipate the charge before the function takes place, "after the fact" approval will be subject to the policy requirements as explained in 6.1.

### 6.0 Processing payment requests:

6.1 All requests for payment, including reimbursements from petty cash accounts, will be submitted to Personnel/Purchasing for ELT approval with a check request that contains:

1. The date of the meeting
2. The location of the meeting
3. The type of meeting, i.e., breakfast, lunch or dinner
4. The purpose of the meeting
5. A list of the agency employees and guests attending
6. The total number of attendees
7. The total payment amount requested
8. The signature of the person submitting the request
9. The date the request was signed
10. The signature of the manager or executive approving the request
11. The date approved by the official
12. A copy of the bill or receipt

6.2 If the group of guests is large, the names of the officers of the group will be considered adequate identification.