

MEAL REIMBURSEMENT

Meals incurred by County employees in the performance of their job duties while outside Cass County will be reimbursed upon proof of receipt. Current rates of reimbursement can be found at the link below, using the Michigan Standard Rate:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=MI&fiscal_year=2021&zip=&city=

We recognize that some travel may be to specific areas of the country that have published higher rates due to being more metropolitan or resort areas in nature.

If www.gsa.gov provides an increased level of reimbursement rate, for a particular geographic location, please print off the webpage and attach to your receipts.

The County may also have specific limitations imposed by others in the case of State or Federal grant funding or funding such as the Michigan Justice Training Commission with published allowable rates. In the event that others dictate, we must follow their approved regulations.

Receipt must have the restaurant's name, date and time printed on it. Hand-written receipts will not be accepted.

When an elected official or department head holds a staff meeting, the County will not pay for the refreshments or meals at the staff meeting.

Adopted: May 3, 1990

Amended: October 28, 1999

Amended: February 7, 2008

Amended: February 16, 2012

Amended: April 1, 2021