



Reimbursement for Staff Meals (effective 10/27/19): For purposes when out with individual served or other company business.

\$8.00 (Breakfast)    \$10.00 (Lunch)    \$12.00 (Dinner)

Each amount includes tips Identify the type of meal on the claim form.

Support Services employees may have restrictions. For clarification see the Program Manager.

All submitted reimbursement expenses must have receipts.

Receipts should be stapled to the back of the claim form.