

Brewster County  
Meals and Lodging Reimbursement Policy

**Purpose: Compensation for Meals and Lodging on County Business**

Travel expense reimbursement is not a per diem according to the State Comptroller's Office. All employees must claim the actual expenses incurred for meals and lodging not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.

Brewster County employees engaged in necessary and authorized travel in the conduct of county business will be reimbursed for the actual costs of documented expenses for meals and lodging subject to limits listed below.

Receipts for meals are required for reimbursement. Tips and alcohol are not reimbursable. Meals provided to the employee as part of conference/training fees or provided in association with lodging costs are not reimbursable. Meals for travel within Brewster County are not reimbursable unless the travel involves an overnight stay.

Meals will be reimbursed for actual expenses up to the following Brewster County Meal Rates:

Breakfast	\$10	Lunch	\$15	Dinner	\$25
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Receipts for lodging are required for reimbursement. Lodging will be reimbursed for actual costs incurred not to exceed the maximum approved State Rate. Employees will make a good faith effort to obtain convenient lodging at a reasonable rate.

The County Auditor will provide a form for meals and lodging claims by employees. The form will require the employee's signature and supervisor's approval.

