

<b>City of Commerce Finance</b>	<b>Finance Department</b>	<b>SOP</b>	<b>303</b>
<b>Subject: Staff Meeting Refreshment Internal Policy</b>		Version No	2
		Effective Date	8/1/2021

## 1.0 Purpose

A written procedure to process staff meeting refreshment requests for advances and payments. This policy will apply to all City staff and City volunteers. Approving authority positions such as the City Manager and Assistant City Manager are exempt from this policy.

## 2.0 Scope

This policy will apply to all check requests or reimbursements pertaining to staff meeting refreshments. Refreshment\* herein shall referred to as a light snack or drink that refreshes. A staff meeting will consist of a minimum of four (4) staff members.

Alcohol beverages, bar expenses and meals such as breakfast, lunch and dinner are prohibited under the Staff Meeting Refreshment Policy. All meals reimbursements outside of the City premises will fall under the Travel Policy. Budgeted special events and all-day trainings will require the pre-approval from the Department head and the Director of Finance or designee to request a meal reimbursement.

\*Refreshment List:

- Coffee
- Tea
- Juice
- Water
- Fruit
- Bagels
- Yogurt
- Chips

## 3.0 Responsibility for Request for Advances

The requesting staff, herein referred to as "staff", is responsible to acquire the necessary approval and supporting documentation (i.e. a staff meeting agenda, a signed list of staff attendance and a detailed list of refreshments served)

## 4.0 Requests for Refreshment Advances/Payments

### 4.1 Requests for Refreshment Advances/Payments

4.1.1 Staff shall attach supporting documentation, such as the Staff Meeting Refreshment Request Form, staff meeting agenda, a memo from the department head on the purpose for the refreshment and attendance list of the meeting. An approved Staff Meeting Refreshment Request Form by the department head is mandatory for all reimbursements or advances.

4.1.2 Staff may obtain approval from their Supervisor.

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- 4.1.3 Staff shall obtain approval from the Department Head or authorized designee.
- 4.1.4 Staff shall forward the approved Request for the Staff Meeting Refreshment Request Form with the Request for Warrant to Finance Department for payment.
- 4.1.5 Finance will confirm supporting documentation, appropriate approval(s), verify appropriate account numbers(s) and fund availability.
- 4.1.6 If there are no discrepancies, Finance will process the check request and return check to staff or mail to vendor as indicated on the Request for Warrant form.
- 4.1.7 Staff is required to submit all receipts to Finance Department no later than three (3) days after the conclusion of the meeting.

- 4.1.7.1 If the expenses are greater than the advance, staff shall submit a Request for Warrant for reimbursement.
- 4.1.7.2 If the expenses are less than the advance, staff shall return the excess cash no later than three (3) days after the conclusion of the meeting.
- 4.1.7.3 If staff does not turn in the Staff Meeting Refreshment Request Form along with the detailed receipt documentation then the requesting staff will reimburse the City for the full amount.

#### 4.2 Discrepancies

- 4.2.1 If there are discrepancies, such as incorrect account numbers, no funds available and/or incomplete approval(s) or supporting documentation, the Request for Warrant form will be sent back to Staff for review and verification. A meal purchased using a City credit card without the required pre-approval documentation may result in their City Credit card being suspended.