

Corporate Policy	 Hamilton	
Human Resources		
Policy No: HR-19-09		
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Meal Allowance Expenses Policy

POLICY STATEMENT	The City of Hamilton needs to ensure that employees are paid in a consistent manner for meal allowances. Employees are eligible to be reimbursed for meal expenses as per terms and conditions set out in this policy.
PURPOSE	The purpose of this policy is to define the applicable meal allowance stipend when working overtime or attending conferences/seminars where no meals are provided.
SCOPE	This policy applies to all permanent, temporary, or contract, full-time and part-time employees of the City of Hamilton who have successfully completed their probationary period. This policy excludes unionized employees.
PRINCIPLES	The following principles apply to this Policy: <ol style="list-style-type: none"> 1. Ensure consistent application of policy to all non-union employees.
TERMS & CONDITIONS	<p>The following terms and conditions apply to this Policy:</p> <p>Employees are eligible to be reimbursed for meal expenses up to \$7.00, with the submission of an original receipt, if they are required by their manager or supervisor to:</p> <ol style="list-style-type: none"> 1. Work at least 2 hours of overtime on a normal business day. 2. Work at least 4 hours of overtime on a non-scheduled work day. <p>Employees are eligible to be reimbursed for a second meal expense (in 1 day) of up to \$7.00 with the submission of an original receipt, if they:</p> <ul style="list-style-type: none"> • Work at least 9 hours on a non-scheduled work day. <p>When employees are attending conferences/seminars for which no other travel allowance applies, and meals are not provided by the conference/seminar, they are eligible to be reimbursed for meal expenses up to \$15.00 per day, with submission of an original receipt(s).</p>
RESPONSIBILITIES	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <p>Operating Departments are responsible to ensure consistent application of the policy with all non-union employees.</p>
COMPLIANCE	Failure to comply with this Policy and its associated Procedures will result in inconsistent application of the meal allowance policy.
RELATED DOCUMENTS	The following related documents are referenced in this Policy: <ol style="list-style-type: none"> 1. <i>Meal and Hospitality Expense Guidelines</i>