Meal Allowance Expenses Policy

<table>
<thead>
<tr>
<th>POLICY STATEMENT</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>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.</td>
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<tr>
<td>SCOPE</td>
<td>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.</td>
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</tbody>
</table>
| PRINCIPLES       | The following principles apply to this Policy:  
  1. Ensure consistent application of policy to all non-union employees. |
| TERMS & CONDITIONS | The following terms and conditions apply to this Policy:  
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:  
  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.  
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:  
  • Work at least 9 hours on a non-scheduled work day.  
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). |
| RESPONSIBILITIES | The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:  
Operating Departments are responsible to ensure consistent application of the policy with all non-union employees. |
| 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:  
  1. Meal and Hospitality Expense Guidelines |