

**Granville County**

**REIMBURSEMENT FOR NON-OVERNIGHT TRAVEL EXPENSES**

*Employees should review the travel policy prior to submitting for reimbursement  
(Personel Policy Article V: Section 21).*

Name \_\_\_\_\_

Department \_\_\_\_\_

	Date	Meal/Travel Explanation	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
			\$ -

**Special Rules for Meal Reimbursement Approved in Advance for Non-Overnight Travel**

1. All receipts must be itemized with a listing of the food purchased (not just the credit card authorization slip).
2. The purpose of the meal must be written on the receipt along with names of all persons present for the meal.
3. Non-overnight travel meals are considered noncash W-2 income and will be processed through payroll unless the meal meets requirements of IRC Section 119 which establishes meals are tax-free only if they are provided on the business premises and for the convenience of the employer.

**Lunch.** Lunch may be reimbursed for employees traveling on business outside of Granville County in which a return to the County for lunch would be both time and cost prohibitive. Itemized receipts may be reimbursed up to \$16.

**Breakfast/Dinner.** When a day trip outside of Granville County creates an extended workday and when the traveler:

- (a) *Departs before 6 a.m.* . When approved in advance, itemized receipts for breakfast may be reimbursed up to \$14.
- (b) *Returns home after 7 p.m.* . When approved in advance, itemized receipts for dinner may be reimbursed up to \$29.

**By signing and submitting this form, employee acknowledges understanding and agreement with the following requirements for reimbursement:**

*In accordance with Internal Revenue Code 162 (a)(2), I agree that non-overnight travel reimbursements will be processed through payroll and applicable taxes will be withheld.*

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Director Signature \_\_\_\_\_ Date \_\_\_\_\_