

Meal Allowance

1. No Overnight Stay

When an individual representing the College attends a meeting, conference, school, convention, or program outside the Lake Land College district and a meal(s) is not served at the meeting or part of the registration fee, then a meal(s) in transit may be reimbursed up to the per diem amount for eligible meal(s) authorized by the Board of Trustees. An itemized, detailed receipt(s) will be required. Reimbursement for meals will be in the amount of those receipts and, where appropriate, for tips related to the serving of those meals. Tips are a suggested 15%. Exceptions to the per diem rate must be approved by the Board of Trustees. The maximum allowable per diem rate for meal allowance is the Board of Trustee approved reimbursement amounts for non-metro area travel and for metro area travel.

There will be no reimbursement for meals in transit to or from meetings and conferences within the Lake Land College district.

2. Overnight Stay

If the travel status of an individual representing the College involves an overnight stay, then a meal(s) in transit will be reimbursed up to the current per diem amount authorized by the Board of Trustees for each night of lodging as indicated on the appropriate hotel/motel receipt and up to an additional per diem amount authorized by the Board of Trustees for the return trip to campus. An itemized, detailed receipt(s) will be required. Reimbursement for meals will be in the amount of those receipts up to the per diem rate and, where appropriate, for tips related to the serving of those meals. Tips are a suggested 15%. Exceptions to the per diem rate must be approved by the Board of Trustees. The maximum allowable per diem rate for meal allowance is the Board of Trustee approved reimbursement amounts for non-metro area travel and for metro area travel.

3. Off-Campus Meeting with Meals and Official Representatives

In the course of conducting College-related business, it may become necessary for an individual representing the College to conduct or attend meetings off-campus with official representatives at which meals are served. The official representatives could include but are not limited to Board of Trustees members, City, State and National officials, high school personnel, Lake Land College Foundation Board, Alumni, athletic recruits and their parents, consultants, business and industry representatives, and candidates for College positions. As long as such meetings have a direct relationship to his/her responsibilities, the College representative will be reimbursed for his/her meals as well as the meals of official representatives that he/she deems appropriate. Holiday, birthday, or office parties will not be reimbursed. Reimbursement requires the submission of itemized, detailed receipts and the approval of the President or appropriate Vice President.

4. On-Campus Meetings with Official Representatives with Meals or Refreshments

When conducting College-related business on-campus, it may be necessary for refreshments or a meal to be served during the meeting. The official representatives could include but are not limited to Board of Trustees members, City, State and National officials, high school personnel, Lake Land College Foundation Board, Alumni, athletic recruits and their parents, consultants, business and industry representatives, and candidates for College positions. Holiday, birthday, or office parties will not be reimbursed. Student-sponsored activities are outside this policy. Special circumstances may be requested of the President by the appropriate Vice President.

5. Internal Meetings with Meals

Pre-approval must be given by the Board of Trustees, President or appropriate Vice President for the purchase of meals or

food/drink related costs for all internal meetings. Reimbursement will also require the submission of itemized, detailed receipts.

For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

Adopted November 9, 1998
Revised April 10, 2000
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