SECTION XIII: MEAL REIMBURSTMET FOR REQUIRED LOCAL MEETINGS

Divisions will not be required to follow the Class "C" Travel section (section X, B) as outlined in this policy when expenses are incurred for meals surrounding a local meeting or event that a County employee is required to attend. Reimbursement for meals in compliance with this Policy will be authorized by an employee's supervisor. Use of County Purchasing Cards is preferred, though actual reimbursement will not exceed General Services Administration (GSA) per diem meal rates for the Tallahassee area. When County Purchasing Card is not used, actual reimbursements will not exceed the most current federal government General Services Administration (GSA) per diem meal rates for the Tallahassee area. All meal expenses paid for using County Purchasing Cards must comply with the Leon County Policy 12.04 *Purchasing Card Policy*.