

SSR Policy

Business Meals

Purpose:

This policy regulates reimbursement of expenses meal incurred by SSR members engaging in business on behalf of the Society. It applies to all Society travel paid either directly by the Society or reimbursed by the Society.

Policy:

The Executive Committee may authorize the purchase of food for business meetings which extend through or occur during the normal lunch or dinner hour. As a general rule, this expense must be approved in advance by the Executive Committee and must be supported by a receipt, a written record of the Society business conducted, and a list of the participants.

All requests for reimbursement shall be reviewed by the SSR Executive Director to ensure compliance with the above guidelines and inclusion of all necessary documentation. All reimbursement requests and supporting documentation will be retained by the Society. Final approval for reimbursement will be made by the Society Treasurer.

Last Reviewed and Revised: 16 June 2009