

Original Date	September 30, 2009
Revision Date	

FACILITIES DEVELOPMENT AND OPERATIONS

SUBJECT: MEAL REIMBURSEMENT FOR OVERTIME HOURS (SETC)

PURPOSE:

To provide clarification to FD&O SETC employees regarding reimbursement procedure for overtime and Call-back claims for meal expenses.

GENERAL:

Overtime Meals

When an employee is required to work overtime, the employee may receive an overtime meal allowance for actual expenses supported by a detailed/itemized receipt, not to exceed \$15.00. To qualify, the employee must be required to report to work at least two hours prior to, or be required to remain at least two hours past, their regularly scheduled work day.

Call Back Meals

If the employee is called back to work at a time outside of and not continuous with their regular work schedule, they can be entitled to overtime meal reimbursement. The employee may be reimbursed for actual meal expenses, substantiated by detailed/itemized receipt not to exceed the maximum for each meal as stated under the Travel Guidelines under business related meals. For each six hour overtime work period, the employee is allowed reimbursement for one meal, in the amounts stated under Travel Guidelines under business related meals. No more than three overtime meal allowances may be claimed during any one 24-hour period. Meal time shall not be included in the computation of overtime for the purpose of this allowance.

All FD&O meals for Overtime and Call-back reimbursements are processed through our FD&O Payroll Specialist (Sheila Turner). A Travel Expense Claim form is completed along with meal receipts and a copy of the approved Overtime Authorization Form from your Administrator.

Reference: Travel Guide