#  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. 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 these guidelines and inclusion of all necessary documentation. All reimbursement requests and supporting documentation will be retained by the Society. The Society Treasurer will make final approval for reimbursement.

*Last Reviewed and Revised: October 19,2018*