

June 15, 1970

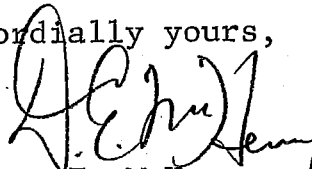
ALL DEANS, DIRECTORS, PROVOSTS, ACADEMIC AND ADMINISTRATIVE
SUPERVISORS AND OTHERS CONCERNED

Re: Delegation of Authority, Reimbursement for Meals
in Connection with Overtime

In accordance with the authority delegated to Chancellors by
the President, May 10, 1966, revised Business and Finance
Bulletin G-38, May 27, 1970, authority to approve overtime
delegated to Provosts, Vice Chancellors, University Librarian,
Assistant Chancellors and Dean of University Extension, of
April 2, 1969, is hereby augmented to include authority to
approve reimbursement for meals in connection with overtime,
in accordance with the procedures set forth in Business and
Finance Bulletin G-38.

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Cordially yours,



Dean E. McHenry

cc: Vice President Bannerman
Secretary Woolman
Personnel Manager Mortenson
Accounting Officer Schaeffer

Return to Heidi Bunker

DA115

Office of the Vice President

May 10, 1966

CHANCELLORS, VICE PRESIDENTS AND UNIVERSITY DEANS:

Reimbursement for Meals in Connection with Overtime

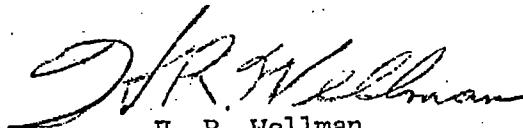
Chancellors, Vice Presidents and University Deans are hereby authorized to approve reimbursement for meals in connection with overtime work under the following circumstances:

- A. When an employee is required to work more than two hours past his normal quitting time, and it is not practical for him to return to his residence for the evening meal, the employee may be reimbursed for his actual dinner expense up to a maximum of three dollars (\$3.00).
- B. When an employee is required to work more than four hours on a normal day off, and it is not practical for him to return to his residence for the lunch hour, the employee may be reimbursed for his actual lunch expense up to a maximum of one dollar (\$1.00).

Payment may be made on the basis of a properly approved Form 5 - Request for Issuance of Check, indicating the reason for payment as "reimbursement for overtime meal expense."

This policy is intended to permit departments to reimburse employees for their actual out-of-pocket expenses in the limited number of instances when they are required to work more than ten hours in a normal working day or more than four hours on a normal day off and the work schedule is such that they cannot be allowed sufficient time to go home to eat at their normal meal time.

This memorandum supersedes my memorandum of August 24, 1964 on this subject.


H. R. Wellman

Delegation

REIMBURSEMENT FOR OVERTIME MEALS

NUMBER

G-32

EFFECTIVE DATE

June 1, 1970

PAGE 1 OF 2

UNIVERSITY-WIDE FILE REFERENCES

REFER ALL UNIVERSITY-WIDE QUESTIONS TO:

75-9P

US FILE REFERENCES

REFER ALL CAMPUS QUESTIONS TO:

Graeme C. Bannerman
Graeme C. Bannerman

I. RELATED POLICY

- A. Executive Vice President Wellman's policy letter dated May 10, 1966, authorizing reimbursement for meals in connection with overtime.

II. INTRODUCTION

The policy is intended to allow the reimbursement for actual meal expenses in the limited number of circumstances where employees are required to work past their normal quitting time in a given day, or to work on a normal day off, and it is impractical for the employees to return home during their regular meal time.

III. PURPOSE

The purpose of this Bulletin is to formalize the procedures for reimbursement and to provide a means of updating the maximum allowance for reimbursement.

IV. AUTHORITY

Chancellors, Vice Presidents, and the University Dean of University Extension are authorized to approve reimbursements. This authority may be redelegated.

V. PROCEDURES

A. Type of payments authorized

- 1. When an employee is required to work more than two hours past his normal quitting time and the department deems it impractical for an employee to return to his residence for the evening meal, the employee may be reimbursed for his actual dinner expenses up to a maximum of \$4.00.

2. When an employee is required to work more than four hours on his normal day off and the department deems it impractical for the employee to return to his residence for lunch, the employee may be reimbursed for his actual lunch expenses up to a maximum of \$1.20.

B. Payment Procedure

1. Payments for the actual overtime meal expenses are to be made on a Form 5 (Request for Issuance of Check) indicating the reason for the payment as reimbursement for overtime meal expenses.
2. Receipts or other forms of substantiation for claiming meal expenses may be required by the campus if it is considered necessary.

VI. RESPONSIBILITIES

- A. Chancellors, Vice Presidents, and the University Dean of University Extension, or their authorized representatives, are responsible for approving the reimbursement.
- B. The Accounting Officers are responsible for ensuring that Form 5's have been properly approved prior to making payment, and that the amount claimed is within the authorized limit.