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Resolution No. 508

CIRCUIT COURT
DORCHESTER COUNTY

**RESOLUTION OF THE COUNTY COUNCIL OF DORCHESTER
COUNTY, MARYLAND ADOPTING A BUSINESS MEALS POLICY**

WHEREAS, the adoption of financial policies is recognized as a best practice in public budgeting;
and

WHEREAS, financial policies should be an integral part of the development of service, capital and
financial plans and the budget; and

WHEREAS, the County Council desires to develop a policy to provide guidelines for identifying
appropriate County business expenses relative to meals including how and when these expenses may
be incurred by the County and/or County employee in order to ensure the proper use of County
resources and the compliance with federal regulations.

NOW THEREFORE, BE IT RESOLVED, by the County Council of Dorchester County,
Maryland that the Fiscal Policy on Business Meals (summarized below) be adopted:

DORCHESTER COUNTY, MARYLAND

Fiscal Policies and Procedures – Business Meals

SECTION I – INTRODUCTION

The County Council of Dorchester County, Maryland approved on September 6, 2011 by
resolution, the following policy on business meals.

SECTION II - AUTHORITY AND DELEGATION

Article 25, Section 3 of the Annotated Code of Maryland authorizes the County Council to adopt by
Resolution administrative acts. Pursuant to Resolution Number 508 of the County Council of
Dorchester County, Maryland this policy shall supersede any previously adopted or practiced policy
on business meals.

SECTION III – PURPOSE

This policy is to provide guidelines for identifying appropriate County business expenses relative to
meals. This policy specifies how and when these expenses may be incurred by the County and/or
County employee in order to ensure the proper use of County resources and the compliance with
federal regulations. When used herein, the term meals refer to meals, refreshments, and beverages of
any kind.

SECTION IV – APPLICABILITY

This fiscal policy applies to all elected officials and all departments, offices, agencies, boards, and
commissions of Dorchester County, Maryland government unless otherwise excluded.

SECTION V – EXCLUSIONS

This policy does not apply to employees of the Sheriff’s office on extradition requiring overnight travel. This policy does not apply to meals for employees required to report to work for periods in excess of their scheduled shift during emergencies, such as weather events.

SECTION VI - POLICY

General Policy:

County funds are not used to pay for any meals other than qualified business meals (as defined below). Qualified business meals must include at least one non-County employee whose presence is necessary to the business discussion or function. Expenses may be incurred only for those whose presence is necessary to the business discussion or function. In addition, the Internal Revenue Service rules on substantiation of business meals expenses require documentation of time, date, place, a clear business purpose, and attendees. Specifically disallowed under this policy are expenses for meals solely attended by or for County employees for any purpose. The cost of such meals shall be paid by the employee.

Required documentation:

1. Only original itemized receipts (i.e. receipts with detailed food/beverage purchase information) will be accepted as substantiation. Credit card receipts and/or statements will not be accepted. In the rare instance that no itemized receipt is available, a substitute document must certify compliance with this policy, including certifying that no alcohol was purchased.
2. For the purposes of this policy, “clear business purpose” is to be substantiated by details of the County business topics discussed, details of the County business conducted, and the benefit to Dorchester County. Generalizations such as “discussed program operations” are not sufficient.
3. List of attendee names

Alcohol:

Alcoholic beverages are prohibited from all County qualified business meals.

Spouses/Guests:

Meal expenses incurred for spouses or guests whose attendance at the qualified business meal is not necessary for the business purpose are not allowable County expenses. The costs of such meals shall be borne by the spouse, guest, or applicable employee.

Gratuity:

Gratuities shall be limited to no more than 15% of the qualified business meal, including tax where applicable.

Allowable Meal Limits (employees only):

The County's cost (excluding gratuity) for employee meals shall not exceed the following amounts:

- Breakfast \$15.00
- Lunch \$25.00
- Dinner \$40.00

In the case of any amount exceeding the per meal limits, the employee will be responsible for immediate reimbursement to the County either by personal check or a payroll deduction. The per meal limits apply to county employees during extraditions and emergencies situations, such as weather events.

DEFINITIONS

Qualified Business Meals shall be defined as:


- Meals that are included in a conference or event fee and are not stated separately or distinguishable from the conference fee as a whole,
- Meals incurred specific to the recruitment of potential businesses to locate in the County, retention of existing businesses in the County and for travel writers to promote the County.
- Meals served in connection with special events sponsored by the County Council.

PASSED AND ADOPTED THIS 6th DAY OF September, 2011

COUNTY COUNCIL OF
DORCHESTER COUNTY


ATTEST:



Jane Baynard, County Manager


Jay E. Newcomb, President


William V. Nichols, Vice President


Tom Bradshaw


Ricky C. Travers


Rick M. Price