

Village of Fairport
Office of Community + Economic Development

31 South Main Street
Fairport, New York 14450

REFRESHMENT AND MEAL EXPENSE POLICY

1. Policy Statement

The actual and reasonable cost of meals and/or refreshments will be considered a valid Office of Community and Economic Development (OCED) and Fairport Village Partnership (FVP) expense, where there is a valid business meeting purpose related to incurring such an expense, and where the business conducted is facilitated by being scheduled at mealtime. Routine or regularly scheduled meetings or meetings of primarily staff members, that could otherwise be scheduled during normal business hours (not at meal time), are not a valid OCED or FVP expense. In any event, valid meal and/or refreshment expenses may not include costs for alcoholic beverages.

2. Process

Valid meal and/or refreshment expenses must be properly documented and submitted for approval. Care and consideration should be taken before incurring meal and/or refreshment expenses in that, if not approved, such expenses will be considered a personal expense of the person incurring such expense. Documentation to support a valid meal and/or refreshment expense must include:

- an itemized receipt detailing the meal and/or refreshment costs incurred,
- the date and time of day that such costs were incurred,
- any gratuity paid (limited to no more than 20%),
- a brief justification statement indicating the business purpose relating to incurring the expense.