

# Webb County Policy for: Non travel Meals, Refreshments & Related Expenses

4/24/2015

## Scope

The policy, procedures, and guidelines apply to all Webb County Departments.

## Purpose

The Webb County Policy as approved by the Webb County Commissioner's Court provides guidelines to departments concerning when non-travel meals, refreshments, and related expenses may be paid for with Webb County funds.

## I. Permitted Expenditures

**A.** Meal, refreshments, and related costs specifically authorized in a Federal, state or local government contracts or grants, and only to the extent and for the purposes authorized.

- Jurors (Code of Criminal Procedures Art 104.001)
- Prisoners (Code of Criminal Procedures Art 104.002)
- Adult Probation (Government Code 509.011)
- Juvenile Probation (Human Resource Code 141.082; 141.084; 152.0012; 152.1141)
- Agri Life Extension (Agriculture Code 43.033)

**B.** Beverages for the purpose of providing hydration (sports drinks containing electrolytes) for employees performing job tasks outdoors where they are exposed to hot or humid weather conditions will be allowed from powder hydration only. This includes employees performing road work.

**C.** Purchases made from donated funds

- Donated funds may be used for the purchase of food items for county related activities not covered under the official Webb County approved budget. All donations must be presented to the court for approval.

## II. Guidelines for Permitted Expenditures

The following guidelines should be followed when making permitted expenditures for non-travel meals, refreshments, and related costs:

**A. Budget:** The sponsoring department must have sufficient appropriations in their budget for such expenditures.

**B. Documentation Requirements:** The following supporting documentation will be required for the County Auditor to process payment for non-travel meals, refreshments, and related expenses:

1. Purchase order. The purchase order should include the event date, time, duration, and place; estimated number of attendees; purpose of the event.
2. Original itemized invoice or receipt.
3. Written agenda and/or event flyer
4. Sign-in sheet. The sign-in sheet must include the attendees' first and last names, title, and affiliation with the County.

### **III. Prohibited Expenditures**

- A. Alcoholic beverages
- B. Food and beverages for:
  - Regularly scheduled staff meeting
  - Social events such as celebrating holidays or birthdays
  - Individual employee recognition, volunteer recognition, or thank you events
  - Charitable or political functions
  - All events unless specifically approved by this policy or by the court
  - Department use

### **IV. Procedures for County Departments- Only as described in "I" above**

- A. Ensure that expenditures for non-travel meals, refreshments, and related costs comply with County policy and fund source restrictions.

### **V. Purchasing Department**

- A. Review requisition submitted by county departments for compliance with this County policy as well as County purchasing policies and procedures.
  1. If requisition complies with County policy, issue purchase order.
  2. If requisition does not comply with County policy, deny the requisition and notify department of deficiencies.

*Note this policy does not apply to emergency management related expense claims or purchases made with forfeiture funds.*