

## **Fox Lake Preservation Organization, Inc**

### **Meal Policy**

As the FLPO is a nonprofit organization, private meetings at restaurants are not to be conducted unless prior approval by the FLPO President is granted.

To be considered a qualifying organization meal, there must be a clear business reason for the meal and substantial discussion relative to FLPO's operations must occur. When a committee's companion or spouse is included in the group, that person's meal cannot be included in the group for reimbursement.

It is the responsibility of the host committee member to ensure that the cost of the meal is kept at a reasonable level. Typically, no more than 2 or 3 committee members should dine with each guest.

### **Alcohol**

FLPO will reimburse alcohol under certain circumstances, as follows:

- Dinners with external guests such as farmers
- FLPO sponsored events

While FLPO will allow reimbursement of alcohol under these circumstances, individuals need to drink responsibly, remembering that they are representatives of FLPO.

### **Approval of Meal expenses**

President - Acts as an additional reviewer regarding adherence to policy and reviews expense reimbursement and vendor payments.

Treasurer - Acts as an additional reviewer regarding adherence to policy and reviews expense reimbursement and vendor payments.

### **Reporting**

The expense reporting will include date, location, names of individuals, titles, and companies, as well as the business purpose along with the detailed receipt and not a credit card receipt only. The FLPO Expense Reimbursement Form must be submitted for all requests for payment. Failure to provide proper documentation will result in denied reimbursement.

Committee members must seek reimbursement for expenses within 60 days.