

FORT WORTH



MEMORANDUM

TO: ALL DEPARTMENT DIRECTORS
FROM: JAY CHAPA, INTERIM FMS DIRECTOR 
SUBJECT: PAYMENT OF MISCELLANEOUS EXPENSES RELATED TO DEPARTMENTAL MEETINGS AND TRAINING
DATE: SEPTEMBER 26, 2013

The purpose of this memo is to restate City policies relative to paying for meals and refreshments for employees involved in departmental meetings and training sessions.

Miscellaneous expenses related to departmental planning meetings, training sessions, and employee recognition programs will generally be reimbursed to employees or paid directly to vendors upon receipt of a memo from the department head explaining the nature of the expense. The request for reimbursement memo must be accompanied by the invoices and/or receipts.

Examples of **allowable** expenditures include:

- Refreshments or miscellaneous supplies for meetings hosted by a City department with participants from outside the "City";
- Meals may be provided when unanticipated events or emergencies occur during normal mealtime hours;
- Meals for groups of employees engaged in special training sessions where time or location constraints require keeping the group together over a lunch hour;
- Refreshments or meals may be provided during departmental retreats for planning and setting objectives; and
- A reasonable amount of refreshments, supplies, and awards for a departmental employee recognition program.

Examples of **unallowable** expenditures include:

- Refreshments or lunches may not be provided for routine staff meetings, committee meetings and interview panels;
- Refreshments and supplies for employee birthday parties, retirement parties, or going-away parties;
- Break room supplies;
- Gifts or plaques for retiring employees; and
- It is never appropriate to use City funds to pay for employee meals or food on a regular basis.

Reimbursement for refreshments, meals, and other supplies must have a clearly-identified business purpose and must be of an occasional, non-recurring nature. It is important to continue to be sensitive to how expenditures may appear to the City Council and to the public. If you have questions, please contact the FMS Administration Division at (817) 392-8087.