



ADMINISTRATIVE REGULATION (AR)

Meals, Food and Entertainment (Revised from City AR 00031)
FESSAM #7A.3

Effective: July 1, 2016

I. SCOPE:

This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) employees including Regular, Temporary, Seasonal, and Reserve/Volunteer.

II. PURPOSE:

This Administrative Regulation ensures that all LFRA employees are complying with proper procedures, policies, and regulations applicable to all meals, food and/or entertainment expenses.

III. DEFINITIONS:

- **Business meal** refers to a meal that occurs when an LFRA employee entertains business associates, professional colleagues, and others over a meal during which the primary purpose is to conduct business.

IV. POLICY

It is the supervisor's responsibility to review their employee's meal purchases and ensure that the purchase was reasonable in terms of the business purpose and the expense of the meal. The employee may pay for allowable business meals with personal funds, and be reimbursed; or the employee may use a LFRA purchasing card.

The number of business meals shall be limited. Acceptable reasons for business meals include:

- Meals with other area business and government officials and contractors.
- Meals with staff from other government entities where the practice is to purchase the entire meal on a rotating basis.
- Purchasing full meals is acceptable for LFRA regular meetings and as approved by the Fire Chief. Light meals or refreshments may be served at Board and Commission Meetings as authorized by the Fire Chief or his/her designee.
- During an emergency situation, the Fire Chief or his/her designee must approve meals provided in an emergency situation. One reasonably priced meal may be provided to employees working four hours over their normal daily work hours or when 12-hour shifts are required for employees on a 40 hour schedule. If any (40 hour schedule or shift schedule) employees are called in on their day off for an emergency, they may be provided one meal for each four hours worked as approved by the Fire Chief or his/her designee.



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- Meals with other LFRA employees in local restaurants are generally not eligible to be paid with LFRA funds. Local meals with other employees shall be considered a personal expense unless the business being conducted is such that it cannot be done in the office. An explanation of the reason as to why the meeting could not take place in the office must accompany the reimbursement request or P-Card Statement. The Division Chief or his/her designee must approve all such meals in advance.
- Meals are not to be provided for employee-only meetings unless the meeting must be held on premise during a mealtime and employees are required to attend. Working meals shall be limited to only when necessary and not for routine staff meetings. The Division Chief or his/her designee must approve the purchase of food for employee-only meetings in advance, and document the reason why the meeting must be held during mealtime. Providing reasonable snacks are acceptable during staff meetings but shall not be common practice and is at the discretion of the Division Chief or his/her designee.

Alcoholic Beverages

Alcoholic beverages shall not be purchased using LFRA funds. Limited exceptions include special events and other general government activities, which must be approved in advance and in writing by the Fire Chief.

Farewell Parties and Award Recognition Ceremonies

Farewell parties are authorized for any employee voluntarily leaving employment in good standing with LFRA. An itemized budget must be submitted for approval by the Fire Chief or his/her designee for award recognition ceremony in advance of the event. Expenditures must remain within the approved budget for the ceremony.

Please refer to the Administrative Regulation "Gifts" for additional guidance.

Holiday Parties and Appreciation Lunches

Holiday parties and other appreciation lunches are permitted as approved by the Division Manager or his/her designee in advance, and must be within a reasonable limit.

Exceptions

Any exceptions to this policy must be approved by the Fire Chief prior to the event.

Basis For Mandate:

- Internal governance



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V. PROCEDURE:

When documenting a business meal, itemized meal receipts must be attached to the paperwork in order to ensure costs are allowable. For business meals purchased with a LFRA P-Card, the credit card receipt is not sufficient; the employee must also provide an itemized receipt. Written documentation of the purpose of the business meeting, listing attendees, must also be attached to the P-Card statement, Miscellaneous Payment Request Form, or Expense Reimbursement & Petty Cash Voucher form.

Meals/refreshments must be charged to the appropriate account code. Meals that are purchased by an employee in violation of this policy may subject the employee to discipline and the employee may be required to reimburse LFRA.

VI. OTHER RELATED REGULATIONS & PROCEDURES:

Gifts

Effective: 1/1/2016

V. LFRA FIRE CHIEF SIGNATURE:

A handwritten signature in black ink, appearing to read "Mark Miller, Fire Chief". The signature is fluid and cursive, with "Mark" and "Miller" being the most distinct parts.