



Countywide Policy 1020 County Meals Proposed Revision: Summary of Changes

- Addition of Policy background section as well as References.
- Changed title to “County Meals (Non-Travel)”.
- Made clear that the policy does not include programs that directly provide food to its patrons.
- Increased amount of retirement-related food from \$200 to \$500.
- Approval may be given by Department Director/Elected Official or *Division Director or Designee* instead of only Department Director/Elected Official.
- Pre-Approval is no longer required per policy. Approval Form must be turned in for approval, but does not need to be before the meal event, unless the Division decides to process requests this way.
- Alcohol purchases are moved to Special Circumstances Requiring Additional Approval Criteria instead of prohibited items.
- Added a guideline for total cost of meal to not exceed the GSA rate for Salt Lake County, unless approved by Elected Official/Department Director.
- Added limitation on gratuities to not exceed 20%, unless otherwise approved by Elected Official/Department Director.
- Removed procedure language from within 6.0 Processing Payment Requests. Only policy language remains to reduce impact when procedure or system changes are made.
- Exceptions to Policy include snacks or hospitality items. These are not excluded from the policy and do not require a Meal Approval form.
- Table Sponsorships, emergency kits for employees, food purchased for resale to the public and meals served to employees eating alongside clients during their work shift are all excluded from the policy.
- Prohibited meals include meals related to non-county business functions, such as birthday celebrations, holiday parties, and all other personal employee celebration events.
- Overall organization of policy regroups/retitled.
- Removed redundancies and simplified language for easier comprehension.
- Meal Approval Form revised to reflect changes in proposed policy.