

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p><b>PROTOCOL/ PROCEDURE</b></p>	<p>Original Date Issued: <b>12/01/2019</b></p> <hr/> <p>Last Revision Date: <b>N/A</b></p>	<p>Current Review Date: <b>12/13/2019</b></p> <p>Current Review By: <b>KP</b></p>	<p>Section: <b>ADMINISTRATION</b></p>	<p>Protocol No: <b>011</b></p>	<p>Pages: <b>Page 1 of 1</b></p>
<p><input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS)</p> <p><input checked="" type="checkbox"/> Detention Center</p> <p><input type="checkbox"/> DYFS Services Network</p> <p><input type="checkbox"/> Purchase of Service Agencies</p>	<p>Current Effective Date: <b>03/01/2020</b></p>	<p>Subject: <b>DYFS Travel Meal Reimbursement Protocol</b></p>			

## I. Protocol

The purpose of this protocol is to ensure that the Division of Youth and Family Services (DYFS) staff adhere to the rules and parameters for meal expenses and reimbursements while traveling on behalf of Milwaukee County for training and business purposes. The intent behind reimbursements for meal expenses is to provide for the employee only. This protocol is to supplement the *Milwaukee County Civil Service 56.05 – Travel Authorization and Expense Reimbursement Policy*.

## II. Process

Travel meals are allowable under the following guidelines:

- A. Purchase of food/meals must occur during the travel period.
- B. Purchases at a grocery store are allowed on the way to the destination only.
- C. All Purchases are limited by the daily per diem listed on the travel itinerary.
- D. All food purchases must be consumed during the travel period and cannot be prepared/cooked at home or other location.
- E. On the way back from the destination, stopping for a meal, food, refreshments are allowable; however, must not go beyond the allotted daily per diem.  
\*Note: Purchasing food to be consumed later is not allowed.
- F. If traveling with a department travel card and a detailed receipt is not obtained, the card holder will be charged back for the purchase(s).
- G. Detailed receipts must be obtained and submitted upon return.  
\*Note: If the vendor is not able to provide an electronic detailed receipt, they may write out a receipt, detailing the purchases, individual item amounts, total amount, location, date & time. The written receipt must also include staff initials. Taking a picture of the original order submitted for meals is another alternative.

 All purchases will be reviewed, with final approval to be made by Milwaukee County Comptroller's Office.

 All submissions are part of the open records law and are reviewable by the public, upon request.

Reviewed & Approved By: \_\_\_\_\_

**Mark Mertens, Division Administrator**