

HR and Compensation Division

Date: 20.10.2011

Subject: Clarification on Meal Reimbursement Rules for Field-Based Staff

Based on recent feedback from zoning and inspection staff, this memo clarifies the conditions under which **meal expenses** may be reimbursed during field assignments or offsite permit investigations.

As per Article 6.4 of the Employee Expense Policy, staff conducting official municipal business more than 15 km from their base office may claim:

- Breakfast: €4.50
- Lunch: €12.50
- Dinner: €20.00

Reimbursement claims must include a receipt and Form ER-2, signed by a supervising official. The update is effective immediately and applies retroactively to expenses from October 1st onward.

This clarification is intended to standardize policy interpretation and reduce variance in claim processing. It has **no bearing** on staff duties, office assignments, or permit-related task delegation procedures.