

# **VILLAGE OF WELLINGTON PUBLIC PURPOSE EXPENDITURE POLICY**

**PURPOSE:** This policy recognizes that there will be circumstances when it is appropriate for Village of Wellington (“Village”) funds to be used for specific types of expenditures that have been determined to be a public purpose and therefore, are permitted given specific budgetary and procurement controls. The policy also defines the types of expenditures that have been determined to be prohibited and therefore, are not approved expenditures and are not reimbursable. This policy does not apply to program-specific expenditures approved by the Village of Wellington.

**SCOPE:** The policy is not applicable during Village declared emergency events nor does it supersede provisions of Sections 2-131 through 2-132 of Wellington’s Code of Ordinances.

## **PROCEDURE:**

This policy provides guidance on when the payment or reimbursement of meals or refreshments is allowed by the Village. Applicability of this policy is limited to non-travel business meals and refreshments. Non-travel business would include meetings, training sessions, conferences or other Village related events which serve a public purpose.

Directors, Managers and Supervisors may authorize payment or reimbursement for meals and non-alcoholic beverages under the following procedure.

Directors, Managers and Supervisors shall use discretion and prudent judgment in administering this policy.

## **DEFINITIONS**

- (a) *Meals.* Consist of food and non-alcoholic beverages provided at breakfast, lunch, and dinner
  
- (b) *Refreshments.* Consist of coffee, tea, cookies, chips, pastries, fruit, cake, soft drinks and other such items usually eaten between regularly scheduled meals

## **NON-ALLOWABLE EXPENSES**

Certain types of expenses generally are not considered to serve a public purpose, and therefore may not be paid or reimbursed with Village funds. Non-allowable expenses include:

- (a) Entertainment and alcoholic beverages;

- (b) Meals generally may not be provided in conjunction with regular recurring staff meetings or other regularly scheduled business meetings of employees. Certain circumstances may exist that warrant meals to be provided at a staff meeting. However, prior written approval is required from the Village Manager or designee;
- (c) Gifts purchased for Village officials, staff, employees, relatives, or any other individual in recognition of life events such as birthdays, births or deaths (this does not apply to greeting cards);
- (d) Office parties, holiday celebrations or meals for employees;
- (e) Political events, contributions or donations

### **ALLOWABLE EXPENSES**

It is not the policy of the Village to routinely buy meals for Directors, Managers, Supervisors or employees. Reimbursement of meals or refreshments may be allowed when:

- (a) The meal charge is part of a workshop or conference;
- (b) It is necessary to hold a meeting or activity to conduct Village business that extends through breakfast, lunch, or dinner and the primary purpose of the meeting or activity is not a meal. In this circumstance, the meal expense requires approval from the Village Manager or designee. In the event the Village Manager holds a meeting to conduct Village business that extends through breakfast, lunch, or dinner, approval from the Director of Financial and Administrative Services is required.
- (c) It is necessary to hold regular, recurring meetings, through breakfast, lunch or dinner, to conduct Village business, where the primary purpose of the meeting(s) is not the meal, and such meeting(s) serves a public purpose. Such expense requires approval from the Village Manager or designee. In the event the Village Manager holds or conducts such meeting(s), approval from the Director of Financial and Administrative Services is required.
- (d) Refreshments may be provided during official Village meetings open to the public at the discretion of the Village Manager.
- (e) Refreshments may be provided for staff retreats held for the purposes of team-building, and work related planning. A meal may also be provided for day-long staff retreats with prior written approval from the Village Manager or designee.

- (f) Recognition events for employees may be hosted by the Village Manager or others with prior written approval from the Village Manager. Recognition may be for safety, performance, innovation, retirement, etc. Employees are not prohibited from voluntarily contributing or providing gifts at their own expense. Employees may be provided with awards and other incentives purchased by the Village.
- (g) Refreshments may be provided for employees, visitors and guests of the Village.
- (h) Meals may be provided when the Village sponsors conferences, meetings involving representatives of other levels of government, industry, public interest groups, etc. or protocol events when hosting members of international or national organizations or delegations.

The cost associated with meals provided under the ALLOWABLE EXPENSES section shall not exceed per diem rates established by the Department of Treasury Internal Revenue Service (IRS) as currently applicable and as these rates are periodically amended. Village rates will automatically change when rates for the Department of Treasury Internal Revenue Service rates change.

## **PAYMENT AND REIMBURSEMENT**

In order to qualify for reimbursement of expenses for meals or refreshments, the claim must include:

- (a) Department Head must certify that the event served a public purpose;
- (b) Provide an explanation of the public purpose served
- (c) List of attendees and their position;
- (d) Date, time and location of the event;
- (e) Itemized invoice or receipt, including unit costs from the vendor who provided meals or refreshments;
- (f) Evidence of prior written approval, when required.

Claims for expenses incurred for meals and refreshment reimbursement shall be submitted to the Finance Department within 30 days of the meal/refreshment expenditures. Failure to submit the proper receipts and documentation may be grounds for denying reimbursement and/or to avoid taxation per to IRS guidelines.

## **FUNDING**

This policy does not commit funding for public purpose items noted above. Any and all funding for anticipated expenditures shall be provided for within individual departmental budgets. All funding will be subject to availability.

### **EXCEPTIONS**

Under certain circumstances, it may be in the best interest of the Village to invoke an exception to this policy. Exceptions may be granted at the sole discretion of the Village Manager or designee.