

MEMORANDUM

October 5, 2018

To: Management Team
From: Yuri Zhirkin, CFO

Re: General guidelines for meals reimbursement limits – Revised (original 7-11-07)

The following are general guidelines management should use for approval of meals reimbursement for staff traveling for meetings, trainings and conferences in Ohio, Kentucky and Indiana areas:

1. Meals reimbursement should be prior approved by supervisor.
2. Breakfast should not exceed \$15 including tax and tip.
3. Lunch should not exceed \$25 including tax and tip.
4. Dinner should not exceed \$40 including tax and tip.
5. Snacks may also be included for reimbursement as long as you have not already exceeded the limit for each meal for the day.
6. Itemized receipt has to be submitted for meals reimbursement. We will not reimburse from a credit card slip with just a total, we must have the receipt that shows exactly what was purchased. Alcoholic beverages, tax, and tips associated with them are not eligible for reimbursement by CMHC, Inc. Please have alcoholic beverages put on a separate receipt.
7. For travel to areas outside of Indiana, Ohio and Kentucky, employees will be reimbursed up to the per diem amount established by Federal government for those areas. Per Diem will consist of first and last days of travel, and full day per diem. When using per diem, all receipts for the day will be combined to determine the amount of reimbursement, rather than having guidelines for breakfast, lunch or dinner. All items in #6 still apply. Please contact Ludgardis Woliung in Accounts Payable for your Per Diem prior to leaving.
8. When traveling for one day, for example, to Indianapolis for a one day conference, only lunch would be a reimbursable meal.
9. When traveling for multiple days, you may request a per diem. Federal guidelines will be followed and the cost of meals provided by the registration you are attending must be excluded from this amount.