

REIMBURSEMENT OF MEALS

A general guide is; is it necessary, reasonable cost, and backed up by a receipt?

Meal purchased in normal duty

If a meal was purchased during normal duty time due to being unable to take a meal in the usual manner then you are asked to deduct an amount off the claim to reflect what your meal would have cost, i.e. £2. You are then reimbursed for the remainder.

Meal purchased on overtime

In these circumstances you do not need to make any deduction.

If the meal taken due to extended working is taken at the normal duty station (e.g. the CID office) then the claim is made in full but is taxable and so must be paid through the payroll. If the meal is taken away from the normal place of work then it is not taxable and so may be paid locally (through petty cash), in full.