

Amherst Public Library

Business Meeting Meal Reimbursement Policy

The Library Administrator is authorized to incur meal costs related to attending a meeting to conduct library business. Costs should be reasonable and customary for the location. Business meeting meals must have a business purpose and must include two or more persons (at least one non-library employee). If the Library Administrator initiates a meeting to conduct library business, the library will reimburse for the meals of all of the participants whose presence is necessary to the business discussion. Itemized receipts are required.