



TOWN OF GUILFORD
236 SCHOOL RD
GUILFORD, VERMONT 05301

POLICY

It is the policy of the Town of Guilford that the Town will provide meals for all employees and/or volunteers who work in support of the Emergency Management Department during an Exercise, Incident or Event. Meals will either be directly provided by the Town or reimbursed to individuals who, due to the circumstances of the Exercise, Incident or Event, must purchase their meals independently. Those seeking reimbursement for meals purchased independently must:

1. Be listed on the Sign-In Sheet for the Exercise, Incident or Event.
2. Complete the Town of Guilford's "Request for Reimbursement Form" (available from the Town Treasurer).
3. Submit the completed "Request for Reimbursement Form" to the Town Administrator for payment on the next warrant.

All meals and reimbursements will be charged to the Town of Guilford's General Fund.

Signed, this 25th day of July, 2016 by the Town of Guilford Selectboard:

Gabby Ciuffreda

Richard J. Clark

Gordon Little

Sheila Morse, Chair

Troy Revis, Jr., Vice Chair