

<b>State of Alaska</b> Department of Corrections  Policies and Procedures		Index #: 302.13 Page 1 of 2
		Effective Date: 84-12-20
Approved by: Roger V. Endell	Related ACA Standards: 2-5033	
Supersedes: 1206	Subject: MEAL COST FOR EMPLOYEES AND VISITORS	
Chapter: FISCAL MANAGEMENT		

**I. AUTHORITY:**

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

**II. PURPOSE:**

To establish guidelines which shall be utilized as the basis for procedures to set cost for and authorize consumption of institutional meals by employees, visitors or guests.

**III. APPLICABILITY:**

To all employees and visitors.

**DEFINITION:**

As used in this document, the following definition applies:

**Employee:**

All personnel employed by the Department.

**IV. POLICY:**

All Departmental employees and visitors eating in the institution will be required to pay for their meals. Exceptions may be granted by the Commissioner.

**PROCEDURES:**

**A. Meal Costs:**

Two dollars per meal, paid in advance

**B. Meal Ledger:**

A Daily Meal Ledger (form 20-302.13A) shall be maintained at each facility for control and audit purposes in accordance with procedures established by the Superintendent.

Subject: MEAL COST FOR EMPLOYEES AND VISITORS

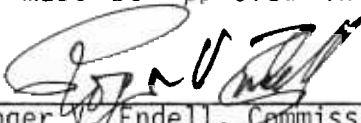
C. Accountability for Daily Meal Ledger:

1. Each Superintendent or designee shall be responsible for the accountability and control of the daily meal ledger.
2. At the end of each month, the Daily Meal Ledgers and a Meal Report (form 20-302.13B) for the report month shall be completed and forwarded to the fiscal section of Central Office with a warrant for all funds collected.

VII. IMPLEMENTATION:

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

DATE 12/17/84

  
 Roger V. Endell, Commissioner  
 Department of Corrections

Forms Applicable to this  
 Policy: (See Form Manual)  
 INDEX # 302.13A & B  
 FORM/ A - Daily Meal Ledger  
 B - Meal Report