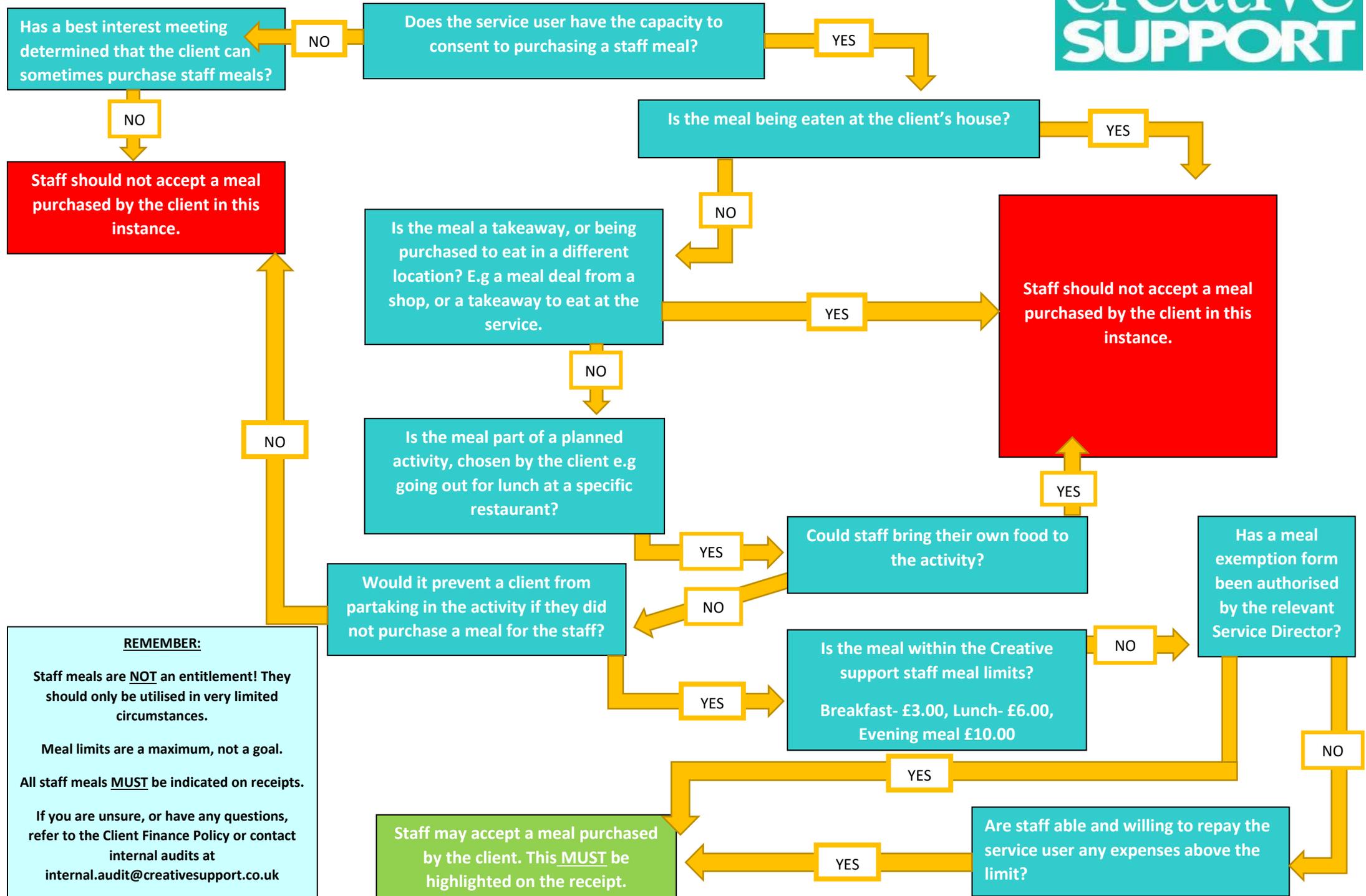


Should staff accept a meal purchased by a client?



REMEMBER:

Staff meals are **NOT** an entitlement! They should only be utilised in very limited circumstances.

Meal limits are a maximum, not a goal.

All staff meals **MUST** be indicated on receipts.

If you are unsure, or have any questions, refer to the Client Finance Policy or contact internal audits at internal.audit@creativesupport.co.uk

Is the meal within the Creative support staff meal limits?
Breakfast- £3.00, Lunch- £6.00, Evening meal £10.00

Staff may accept a meal purchased by the client. This **MUST** be highlighted on the receipt.

Are staff able and willing to repay the service user any expenses above the limit?