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| **Operating Policies** |
| **85. REFUNDS****8502 - Refunds - Institutional Meals** | **Effective:**  **August 19, 1987****Revised: April 01, 2018** |

The Territorial Finance Council has agreed that, effective April 1, 2018**,** the following procedure for meal refunds is to be adhered to:

 1. Where an institutional officer/employeedoes not pay board, and has a meal (or meals) supplied by the institution, a refund of $4.50 ($4.35 – 2017/2018) per meal will be required.

 2. When it is necessary for an officer/employee to work at least 2 hours beyond the normal Institutional working hours, no charge is to be made for the evening meal.

**Note: Provisions may not be purchased from any facility for personal use.**

**Lee Graves**

**Colonel**

**CHIEF SECRETARY**