

MEALS AND REFRESHMENTS REGULATIONS

From time to time, meals and/or refreshments may be deemed appropriate for a particular meeting, event or situation.

Whenever meals and/or refreshments are ordered, the administrator making the request shall indicate the date, purpose of the meeting and identify the group in attendance. It is acknowledged that meal and/or refreshment expenditures may be incurred as an extension of the responsibilities of employees or to continue to enhance a specific activity or event that is being held for a business and/or educational purpose. In such instances, original documentation shall be submitted to the Business Office for the purpose of audit and possible reimbursement. In an instance where a receipt has been lost or not obtained, at the discretion of the Assistant Superintendent for Business, a signed statement may be submitted as a substitute document.

Examples of authorized categories include, but are not limited to, a meal with a consultant employed by the district, a meal provided to a committee or working group (such as employee contract negotiations sessions) whose responsibilities require working through the meal hour, refreshments provided for situations determined to be of educational benefit to students or other specific circumstances for which working through the meal hour is advantageous to the district. This policy covers only reasonable expenses related to meals and refreshments for district benefit, and does not allow for payment of personal tips.

Meal costs (excluding alcoholic beverages) included for travel-related approved conferences shall be regulated by Policy 6830.

Adopted: January 23, 2006