

MEALS AND REFRESHMENTS

The Board of Education recognizes that from time to time it may be appropriate to provide meals and/or refreshments at District meetings and/or events, which are being held for an educational purpose. Any expenditure made on such meals and/or refreshments should be appropriately documented with a receipt, itemized whenever possible, and submitted to the District's Business Office for the purposes of audit and possible reimbursement. Examples of authorized categories of expenditures include but are not limited to refreshments for District events for: teacher orientation day at the beginning of the school year, staff training, Superintendent's Conference Days, community/District meetings, assessment day grading of tests, receptions for volunteers, interview committees and other meetings at which District business is conducted.

Meals may also be considered for reimbursement when the District is faced with business of an immediate nature between two or more persons, and the meetings are required to be held at meal times due to staff or board member schedules.

Adopted: August 15, 2006

Revised: June 15, 2021

MEALS AND REFRESHMENTS REGULATION

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

Whenever meals and/or refreshments are ordered, the person making the request shall indicate the date and 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 purpose. In such instances, documentation as noted above shall be submitted to the Business Office for the purposes 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 Management Services & Strategic Planning, a signed statement may be submitted as a substitute document.

Meals may be considered for reimbursement when the District is faced with business of an immediate nature between two or more persons, and the meetings are required to be held at meal times due to staff or board member schedules.

In order for meal expenses for a meeting of staff or board members to be eligible for reimbursement, the following conditions must be met:

1. The topic(s) of the meeting must be of an immediate nature, or there must be a pressing need to complete the business at hand
2. Scheduling prevents the meeting from being held at a different time;
3. Unless otherwise noted in an employee contractual agreement, the meal must be provided during a meeting held during a recognized meal period (Breakfast: 6:00 am to 9:00 am, Lunch: 11:00 am to 2:00 pm, Dinner: 5:00 pm to 8:00 pm). A copy of the meeting agenda or other proper documentation shall be submitted to substantiate the meeting date and time.
4. When claiming actual and necessary expenses for reimbursement or requesting that a payment be made, the requestor must document the need as outlined herein,
 - a. Substantiate all meal expenses with original itemized receipts.
 - b. Expenses for alcoholic beverages are not considered proper or necessary and may not be claimed for reimbursement.
 - c. Gratuities may be considered an actual and necessary expense and may be reimbursed provided the gratuity cost is reasonable and within 18 percent of the bill.
 - d. Sales tax imposed on food served in restaurants may be considered an actual and necessary expense incidental to the meal. For pre-arranged meals to be served on-site, the restaurant or vendor may be provided with a Tax-Exempt Form and sales tax shall not be reimbursed or paid.
5. Before meal expenses for meetings with staff or board members can be reimbursed or paid, the following information must be provided to the Purchasing Agent:
 - a. The purpose of the meeting;

- b. The date and time the meeting was held;
- c. A list of meeting attendees and meeting agenda if available.

Examples of authorized categories of expenditures include, but are not limited to, a meal for a consultant employed by the District, a meal provided to a committee or working group whose responsibilities require working through the meal hour, or other specific circumstances for which working through the meal hour is beneficial to the District.

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

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