

Meals and Refreshments

Expense Reimbursement

The BOCES Board of Education recognizes that from time to time it may be appropriate to provide meals and/or refreshments at BOCES meetings and/or events, which are being held for an educational purpose. Any expenditure made for such meals and/or refreshments should be appropriately documented with a receipt, itemized whenever possible, and submitted to the BOCES business office for the purposes of audit and possible reimbursement.

Examples of authorized categories of expenditures include but are not limited to refreshments for staff on teacher orientation day, staff recognition day, refreshments for Superintendent's Conference Day, community/district meetings, assessment day grading of tests, workshops, receptions for volunteers, and other meetings at which BOCES business is conducted.

Approved: January 25, 2006