

## Meals and Refreshments Regulation

### Expense Reimbursement

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 person making the request shall indicate the date, purpose of the meeting and identify the group or individual 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 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 an individual, committee, or working group whose responsibility requires working through the meal hours or other specific circumstances for which working through the meal hour is advantageous to the BOCES.

The documentation required for reimbursement shall, when appropriate, consist of a list of attendees and a meeting agenda, workshop pamphlet or minutes of the meeting.

**Approved:** January 25, 2006