

5323 - Reimbursement for Meals/Refreshments

2011 5323

Non-Instructional/Business Operations

SUBJECT: REIMBURSEMENT FOR MEALS/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 School District purposes. 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.

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

Meals and Refreshments Regulation

Procedures

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

In most instances a requisition authorized by the appropriate administrator should be submitted prior to the expense being incurred in order for an authorized purchase order to be prepared in advance. The person making the request shall indicate the date, purpose of the meeting and identify the group in attendance and the approximate number of people attending. Any expenditure made for such meals and/or refreshments should be appropriately documented with itemized receipts. The claim form should also state the purpose of the event/meeting, and names of those attending. If it is impractical to list the names due to the number of attendees then the documentation should state the purpose of the event and the number attending, e.g., "Superintendent's Conference Day on DATE - coffee, juice, bagels and fruit for one hundred eighty (180) teachers."

Conference/Travel Meal Costs

Meal costs (excluding alcoholic beverages) associated with employee travel are governed by Policy #6161 -- Conference/Travel Expense Reimbursement. In all instances, itemized receipts must accompany the request for reimbursement.

NOTE: Refer also to Policy

#6161 -- Conference/Travel Expense Reimbursement

Adopted: 4/11/11