

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. 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. Expenditures made for such meals and/or refreshments must be authorized by the Superintendent or his or her designee, utilizing the following guidelines:

- Expenditures may be authorized when school officials and/or employees are attending or participating in a meeting held for school business purposes and such meeting is held during mealtimes due to the pressing need to complete business.
- Expenditures may be authorized when a school official or employee is having a meal with a person other than an employee of the school district in order to discuss school district business and where the pressing need to complete the business prevents the employee or official from taking time off for meal consumption, or it is essential that the meeting take place during mealtime.
- Reasonable costs of a business luncheon or dinner may be reimbursed at the discretion of the Board or its designees under the following circumstances:
The Board or Superintendent or his or her designee must assess the appropriateness of an expenditure of this nature to ensure it is not frivolous; and
There is a reasonable determination that the meeting will promote a valid municipal purpose by the discussion and negotiation of a matter properly of concern to the District in its governmental or proprietary capacity.
- For any reimbursement related to meals, the employee or official shall document who attended the meeting and how the meeting met the guidelines established under this policy. In addition, all documents pertaining to expenditure for meals must be detailed regarding the amounts claimed.

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 for Superintendent's Conference Day, community/district meetings, assessment day grading of tests, receptions for volunteers, and other meetings at which district business is conducted.

Adopted: 02/27/2006; Revised 02/13/2017