

SUBJECT: REIMBURSEMENT FOR MEAL EXPENSES INCURRED DURING MEETINGS

Generally, meals and refreshments at meetings are not considered as an appropriate expense and will not be provided or reimbursed. (Snack items such as bagel, vegetable, cheese or cookie trays and beverages are incidental and not included.) However, the Board of Education recognizes that at certain times it may be appropriate to provide meals and/or refreshments at District meetings and/or events that are being held for an educational or business purpose. Prior approval of the Superintendent or their designee must be obtained for food and beverages (excluding alcoholic beverages) provided at meetings or activities that will be charged to or reimbursed by the District.

Reasonable expenses for meals and beverages (excluding alcoholic beverages) provided at Board of Education retreats and special meetings, staff meetings focused on professional development and recognition events for students and community members (e.g., volunteers) will be reimbursed if approved by the Superintendent of Schools or their designee.

- a) Meals may be considered a proper municipal expense where the School District is faced with business between two or more people, and the meetings are required to be held at meal times due to staff schedules, or where events prevent the attendees from taking off during mealtime for food consumption because of a pressing need to complete business.
- b) In order for meal expenses for a meeting to be eligible for reimbursement or payment by the organization, the following conditions must be met:
 1. There must be a pressing need to complete the business at hand, or where events prevent attendees from taking off during mealtime for food consumption.
 2. Scheduling prevents the meeting from being held at a different time;
 3. The meal must be provided during the meeting.
- c) Before meal expenses for meetings can be reimbursed or paid, the following information must be provided:
 1. When was the meeting held?
 2. What was the purpose of the meeting?
 3. What time was the meeting held?
 4. What was the reason that the meal had to be served during the meeting?
 5. List of attendees.

NOTE: Refer also to Policy #6161 -- Conference/Travel Expense Reimbursement

Adopted: 6/22/99

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