

# POLICY

2010

5323

Non-Instructional/  
Business Operations

## **SUBJECT: REIMBURSEMENT FOR MEAL/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.

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 mealtimes.

Reasonable costs of a business luncheon or dinner may be reimbursed at the discretion of the Board or its designees under the following circumstances:

- a. The Board or Superintendent or his/her designee must assess the appropriateness of an expenditure of this nature to ensure it is not frivolous; and
- b. There is a reasonable determination that the meeting will promote a valid purpose by the discussion and negotiation of a matter properly of concern to the District in its governmental or proprietary capacity.

Whenever meals and/or refreshments are ordered, the person making the request shall indicate the purpose for the meeting, the date of the meeting, who and how many the attendees will be and an explanation of why it is essential the meeting take place during mealtime and/or why it is expected that due to the pressing need of the business being discussed, the participants will be unable to take time off for meal consumption. In addition, all documents pertaining to expenditure for meals must be detailed regarding the amounts claimed. Reimbursements for meals may include the costs of tips up to 20%. Cost for alcoholic beverages, including tips, may not be included.

**NOTE:** Refer also to Policy 6161 – Conference/Travel Expense Reimbursement

First Reading: 11/17/10

Adopted: 12/20/10