

## **FINANCIAL MANAGEMENT**

### District Food and Beverage Consumption

#### Ceremonies, Dedications, and Open Houses:

The school board acknowledges that reasonable expenses for food and non-alcoholic beverages associated with ceremonies, dedications, and open houses, are permitted provided the events are open to the public and the expenses are reasonable.

#### Meetings, Training Sessions, Workshops:

Food and non-alcoholic beverages may be made available at meetings where district business is being conducted. A meal may be provided at district expense when a meeting, session or workshop benefitting district operations continues through normal meal-time hours and will facilitate the continuance of the session with minimum disruption. Snacks and non-alcoholic beverages of a nominal value may be provided when a meeting, training session, or workshop occurs during non-mealtime hours and is associated with business that is of benefit to the District.

Expenditures for food and non-alcoholic beverages as outlined above are to be reasonable, approved by the appropriate supervisor, and consistent with District policy and procedures. An employee claiming reimbursement for food and beverage items as outlined above must provide the following supporting documentation:

- Itemized receipt of expenses incurred.
- Occasion or nature of business being conducted (i.e. agenda) and participants involved.

Adopted:       October 14, 2009