

Food and Beverage Consumption

Ceremonies, Dedications and Open House

Reasonable expenses associated with ceremonies and/or dedications are permitted provided that the events have been authorized by the board and serve a public purpose.

Meetings-Study Sessions, Training Sessions

Food and nonalcoholic beverages may be served at district expense when a meeting, study session, training session or hearing either continues or is scheduled during normal mealtime hours and providing food and/or beverages will facilitate the continuance or scheduling of the session with minimum disruption. Expenses for food and beverage must be reasonable and serve a public purpose. Participants shall be restricted to officers, staff members, volunteers or "Quasi-employees,"—non compensated volunteers, or advisory committee members who might otherwise be entitled to actual monetary payment. Snacks and non-alcoholic beverages of nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. Such events must be approved by the superintendent or designee. All expenditures must be properly documented consistent with board policy.

Federal programs cannot be used to pay for any food consumption.

Meal reimbursement for non-overnight travel (conferences and meetings)

Expenses for food and non-alcoholic beverages for non-overnight travel are reimbursable only under the following circumstances:

Must be based on actual expense and will be reimbursable only up to the amounts set forth by General Services Administration (meal per diem rates). See www.gsa.gov/travel/plan-book/per-diem-rates.

Business must be conducted during the meal

Meeting agenda must be attached including itemized receipts

Meal expenses incurred in the boundaries of North Kitsap School District will not be reimbursed.

To qualify for meal per-diem reimbursement on non-overnight travel the employee must be in travel status for 3 hours beyond the employee's regularly scheduled working hours.

Example: An employee who regularly starts work at 8 a.m. must leave home by 5 am in order to qualify for breakfast per-diem. The same applies to dinner per-diem. If employee returns home 3 hours after their scheduled work hours they qualify for dinner per diem.

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