

Board of Education Policy

MEALS AND REFRESHMENTS REGULATION

From time to time, meals and/or refreshments may be deemed appropriate for a particular meeting, event or situation.

Whenever meals and/or refreshments are ordered, the person making the request shall indicate the date, purpose of the meeting and identify the group in attendance. The purchases should be pre-approved through the purchase order process when appropriate. It is acknowledged that meal and/or refreshment expenditures may be incurred as an extension of the responsibilities of employees or to continue to enhance a specific activity or event that is being held for a business purpose.

Meal and refreshment requests may be approved when:

- Officers and/or employees of the District will be prevented from taking time off for food consumption due to a pressing need to complete the business at hand;
- The District is faced with business of an immediate nature and meetings of District employees are essential at mealtime;
- The District wishes to recognize the services provided by volunteers or other unsalaried members of the District (in such cases, however, only the meals of those being recognized may be reimbursed and the cost of the meals must be reasonable).

Meal and refreshment costs and reimbursement (excluding alcoholic beverages and sales tax) including for travel-related approved conferences and District-related travel activities shall be regulated by the Expense Reimbursement Regulation (6830.R).

Reference: Board Policy #6830

Adopted: 02/09/2005

Reviewed: 12/16/2009 10/28/2015 11/17/2021

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