

SUBJECT: REIMBURSEMENT FOR MEAL EXPENSES INCURRED DURING MEETINGS

Generally, meals and refreshments at meetings is not considered an appropriate expense and will not be provided or reimbursed. However, the Board of Education recognizes that from time to time it may be appropriate to provide food or refreshment at district meetings and or events, which are being held for an educational purpose.

Meal Expenses

- A. Meals may be considered a proper municipal expense where the School District is faced with business of an immediate nature between two or more people, and the meetings are required to be held at meal times due to staff schedules.
- B. In order for meal expenses for a meeting between staff members to be eligible for reimbursement or payment by the organization, the following conditions need to be met:
 - 1) The topic(s) of the meeting must be of an immediate nature, or there must be a pressing need to complete the business at hand;
 - 2) Scheduling prevents the meeting from being held at a different time;
 - 3) The meal must be provided during the meeting.
- C. When claiming such expenses for reimbursement or requesting that payment be made, the claimant must justify on the purchase order or claim form the need for such expense as outlined above.
- D. Before meal expenses for meetings with staff members can be reimbursed or paid, the following information **must** be provided to the Business Office:
 - 1) the purpose of the meeting
 - 2) when the meeting was held
 - 3) what time the meeting was held
 - 4) what the reason was that the meal had to be served during the meeting
 - 5) the list of attendees
 - 6) the signature of an administrator or supervisor conducting the meeting

Refreshments

- A. The Board of Education recognizes that it may be appropriate to provide light refreshments at District meetings during non-meal times (i.e. coffee, water, juice, bagels, etc.), where such meetings serve an educational purpose.

(Continued)

POLICY

Churchville-Chili Central School District

2023

5323

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Non-Instructional/Business Operations

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(CONT'D.)**

Examples of authorized categories of expenditures include but are not limited to:

1. Teacher orientation day at the beginning of each school year.
2. Superintendent's Conference Day
3. Employee Workshops
4. Community/District Meetings
5. Assessment day grading of tests
6. Receptions for Volunteers
7. Evening Board meetings
8. Senior Breakfast/Graduation meeting
9. Additional activities/events may be allowed as long as they are pre-approved by the Superintendent or his/her designee.

These guidelines apply to all employees of the School District and are effective immediately.

Adopted 8/9/2005

Revised: 12/14/2010, 8/20/2013

Reviewed by Superintendent & Assistant Superintendent for Business Services on 6/26/2023 with no recommended content change however renumber from 5572 to 5323; BOE agreed & approved on 8/22/2023