

<b>5323</b>	<b>Reimbursement for Meals/Refreshments</b>
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### **Travel Outside of District**

School District officials and employees are entitled to reimbursement for necessary expenses incurred in the performance of their official duties. However, it is the position of the New York State Comptroller's Office that meals of public officers and employees generally should not be reimbursed or paid by the District unless the officer or employee is traveling outside his/her regular work area on official business for an extended period of time.

Detailed bills must be submitted to justify the reimbursement of meal expenses. A credit card receipt which does not show the individual items comprising the total will be insufficient to warrant reimbursement. Server tips must not exceed 20 percent of meal cost. A maximum of three meals per day will be reimbursed.

Sales tax will not be reimbursed and the cost of any alcohol shall not be reimbursed under any circumstances. In no case will the costs for meals exceed the current Federal per diem meal rates for the geographic area in which they occur.

### **Emergency Meetings**

Meal requests may be approved when:

- a. 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;
- b. The District is faced with business of an immediate nature and meetings of District employees are essential at mealtime;

### **Staff/Board Meetings and District Events**

The Board of Education recognizes that at certain times it may be appropriate to provide meals and/or refreshments at District meetings and/or events which are being held for a district or educational purpose. Any expenditure on such refreshments and/or meals must be approved in advance by the supervising administrator.

Examples of authorized categories of expenditures include but are not limited to refreshments for staff on teacher orientation day at the beginning of each year, staff recognition day, refreshments for Superintendent's Conference Days, community/district meetings, receptions for volunteers, meetings with other school districts, and other meetings at which district business is conducted. The Superintendent or his designee may authorize expense for food at meetings/events where it is desirable that participants not leave the meeting site.

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Any such expenditures must be appropriately documented with an itemized receipt and information showing the date and purpose of the meeting, food served, and who attended the meetings. These requirements must be met for meals/refreshments provided by the school lunch fund or local vendors, charged to District credit cards and/or reimbursed to an employee.

Adoption Date: 07/10/2019