Policy 8333

MEALS AND REFRESHMENTS

The Board of Education recognized that from time to time it may be appropriate to provide meals and/or refreshments at District meetings and/or events which are being held for a business or educational purpose. Any expenditure made on such meals and/or refreshments should be appropriately planned, documented and submitted to the District's Business Office in accordance with established budgetary and purchasing practice for the purposes of payment, audit and possible reimbursement.

Examples of authorized expenditures include, but are not limited to refreshments for: staff on teacher orientation day at the beginning of each year, staff recognition events, refreshments for Superintendent's Conference days; community and district meetings, receptions for volunteers, half or full day staff training, New York State assessment scoring, professional development workshops and other meetings at which District business is conducted.

Adopted: 4/20/05

Regulation 8333

MEALS AND REFRESHMENTS REGULATION

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

Whenever meals and/or refreshments are ordered, the person authorized to make the request shall indicate the date, purpose of meeting and identify the group in attendance on either the purchase order or the request form submitted to the District food service. It is acknowledged that meal and/or refreshment expenditures may be incurred as an extension of the responsibilities of employees, to permit uninterrupted continuation of a specific activity into the meal time, or to enhance an activity or event that is being held for a business or education purpose. Any expenditure made on such meals and/or refreshments should be appropriately planned, documented and submitted to the District's Business Office in accordance with established budgetary and purchasing practice for the purposes of payment, audit and possible reimbursement.

The Superintendent, or designee, may authorize reimbursement for a meal. Examples of an authorized expense include, but are not limited to a meal with a consultant employed by the District, where the work must take place during meal time, a meal provided to a committee or working group whose responsibilities require working through the meal hour, or other specific circumstances when working through the meal hour is advantageous to the District.

Meal costs included for travel-related seminars and approved conferences shall be in accordance with Policy and Regulation 6830 and subject to the guidelines contained therein.

Adopted: 4/20/05