

PITTSFORD CENTRAL SCHOOL DISTRICT
MEAL EXPENSES DURING MEETINGS GUIDELINES

5571F

Meals provided at staff meetings may be reimbursed or paid by the district under the following circumstances:

1. When the business is of an immediate nature between two or more people and the meeting is required to be held at meal time due to staff schedules.
2. Meal expenses incurred for a meeting must meet the following conditions:
 - a) The topic of the meeting must be of an immediate nature, or there must be a pressing need to complete the business at hand;
 - b) Scheduling prevents the meeting from being held at a different time;
 - c) The meal must be provided during the meeting, not at the beginning or end of the scheduled meeting. For example: where a luncheon meeting is scheduled from 10:00 am to 2:00 pm because it is the only time a meeting can be held before an important deadline, the meal may be eligible for reimbursement or payment if it was delivered within the scheduled meeting time.
 - d) Meal expenses should be kept at a reasonable level.

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3. Before meal expenses for meetings with staff members can be reimbursed or paid, the following information must be provided to the Director of Finance in the Business Office.

a) What was the purpose of the meeting? _____

b) Participants _____

Date: _____

Time: _____

c) What was the reason that the meal had to be served during the meeting? _____

d) Vendor Name _____

Requestor's Name _____ **Title & Building** _____

Supervisor's Signature _____ **Date** _____

Signature of Asst Supt for Business or Instruction:

_____ **Date** _____