

SELAH SCHOOL DISTRICT EMPLOYEE AND STUDENT MEAL/FOOD PROTOCOL

FOOD/MEAL COSTS REQUIRE PRE-APPROVAL: ALL Meal and Food costs must be PRE-APPROVED. If meal costs are not pre-approved, per diem or reimbursement will NOT be provided, and/or the employee may be held personally responsible for the cost.

MEAL PER DIEM RATES: Per diem will not be provided if meals are included at the conference. An agenda will need to be included with a travel form. Per Diem rates are allowed as follows (revised 1/3/25)

	STUDENTS	EMPLOYEES
Breakfast (If Departed by 7:00AM)	\$ 10	\$ 18
Lunch (If during regular scheduled lunch time)	\$ 15	\$ 22
Dinner (If returned to school after 6:00PM)	\$ 20	\$ 28

	ON-SITE MEALS & FOOD	TRAVEL MEALS
PRE-APPROVAL	On-site meal and food costs must be included and pre-approved on the purchase requisition form.	Travel meal costs must be included and pre-approved on the Employee Travel Request and/or Student Field Trip Request form.
STUDENTS	Food may <u>occasionally</u> be provided to students as an incentive or award. The cost of meals and/or food should be reasonable. The District encourages buildings to consider the District's wellness policy and provide non-food incentives and awards (BP 6700).	While in travel status, students are to receive their meal per diem upon departure or throughout the trip. Students are required to sign for receipt of funds. Employees CANNOT use the district credit card to pay for student travel meals or seek reimbursement for using their personal credit card. EXCEPTION: ASB Clubs/Groups/Teams may fundraise to cover the cost of a special event/meal while traveling. The cost of meals and/or food should be reasonable. In this instance <u>ONLY</u>, the employee would use the District or personal credit card to pay for the meals. If using their personal credit card, the employee would submit for expense reimbursement within 60 days. An itemized receipt is to be provided to Accounts Payable upon return.
EMPLOYEES	Food may ONLY be provided to employees if work is required to be performed through a meal period. A detailed agenda outlining the work being performed during the meal period is required for pre-approval. Cost of the food provided should not exceed per diem. Signatures should be obtained from all staff receiving the food/meal and included in the purchasing documents when submitted to Accounts Payable.	Employee meals are reimbursed to the employee <u>AFTER</u> travel has been completed. All expense reimbursements must be submitted within 60 calendar days of travel. Employees CANNOT use the district credit card to pay for meals. <u>Claiming meal expenses for OVERNIGHT TRAVEL</u> • Complete and submit an Online Expense Reimbursement Request (receipts not required). • Approved reimbursements are invoiced on the 15th of each month and paid at the end of the month. If your reimbursement is not approved by the 15th of the month then your reimbursement will be paid the following month. <u>Claiming meal expenses for SAME DAY TRAVEL</u> • Complete & submit a TAN Meal Reimbursement Voucher to your supervisor for approval. ITEMIZED RECEIPTS ARE REQUIRED. Approved forms are sent to payroll for processing.

