MEALS AND REFRESHMENTS REIMBURSEMENT REGULATION

(This policy replaces previously approved Board of Education Policy #8228-R)

The Board of Education recognizes that on occasion a meal and/or refreshment expenditure may be incurred as an extension of the responsibilities of a Board of Education member, school official or staff member to continue and complete a specific activity or event that is being held for a business or educational purpose. In such instances, whenever a meal and/or refreshment expenditure is incurred, the person making the request shall document the date, purpose of the meeting, identify the group in attendance, and obtain an itemized receipt, all of which is to be submitted to the Business Office for the purposes of audit and possible payment and/or reimbursement within the federal per diem rates.

Example of authorized categories include, but are not necessarily limited to:

- A meal and/or refreshment provided to Board of Education member, school official or staff member attending an out-of-district conference.

As stated in Policy #9170 – Meals and Refreshments, the Board of Education may approve trustees and cabinet members to attend District-wide events/retirement dinners. Approved trustees and cabinet members shall receive reimbursement for out-of-pocket expenses (i.e. cost of attending the function) upon providing appropriate documentation (i.e. receipt). In any instance where a receipt has been lost or cannot be obtained, at the discretion of the, Assistant Superintendent of Finance & Operations a signed statement, cancelled check or bank statement along with a copy of the event flyer, indicating the date and location of the event as well as the cost to attend the function may be submitted and accepted as a substitute document.

Ref: NY Constitution Art. VIII, §1 (Constitutional prohibition against gifts)
Education Law §2118
Ops. St. Compt. 77-667; 79-522; 82-213; 82-298; 83-57; 98-2

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