

The Board of Education recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at district meetings 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 Superintendent of Schools or his designee.

Refreshment and/or meal requests may be approved when:

- 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; or
- it is strictly necessary that a meeting be held during mealtime and then only if and when the dinner actually is held to discuss district business; or
- the district wishes to recognize the services provided by volunteers or other unsalaried members of the district (in such cases, however, only the meals of those being recognized may be reimbursed and the cost of the meals must be reasonable).

Refreshments and/or meals requests may not include the expenditure for alcoholic beverages.

All expenses must be appropriately documented, including the date, purpose of the meeting and the group in attendance, and submitted to the Business office for the purposes of audit and possible reimbursement.

Note: Meals incurred as part of travel and conference attendance as approved by the district, are governed by other district policies.

Cross-ref: 2521, School Board Conferences, Conventions, Workshops
6830, Expense Reimbursement

Ref: NY Constitution, Art. VIII, §1 (constitutional prohibition against gifts)
Education Law §2118
Ops. St. Compt. 77-667; 79-522; 82-66; 82-213 82-298; 83-57; 98-2

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