



CITY SCHOOL DISTRICT OF ALBANY REIMBURSEMENT FOR DISTRICT MEALS AND REFRESHMENTS

Generally, meals and refreshments at meetings are not considered an appropriate expense and will not be provided or reimbursed. However, the Board of Education recognizes that from time to time it may be appropriate to provide food or refreshment at district meetings and/or events, which are being held for an educational purpose.

Meal Expense:

1. Meals may be considered a proper municipal expense where the school district is faced with business of an immediate nature between two or more people, and the meetings are required to be held at meal times due to staff schedules.
2. In order for meal expenses for a meeting between staff members to be eligible for reimbursement or payment by the organization, the following conditions need to be met:
 - The topic(s) of the meeting must be of an immediate nature, or there must be a pressing need to complete the business at hand;
 - Scheduling prevents the meeting from being held at a different time;
 - The meal must be provided during the meeting. It cannot be delivered or served 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 at 12:00 noon.
3. When claiming such expenses for reimbursement or requesting that the payment is made, the claimant must justify on the purchase order or claim form the need for such expense as outlined above.
4. Before meal expenses for meetings with staff members can be reimbursed or paid, the following information must be provided to the business office:
 - Purpose of the meeting
 - Where meeting was held
 - Date and time meeting was held
 - Reason that the meal had to be served during the meeting
 - Names of attendees

Refreshments

The Board of Education recognizes that it may be appropriate to provide light meals/refreshments at District meetings, where such meetings serve an educational purpose. Examples of authorized categories of expenditures include but are not limited to:

1. Teacher orientation day at the beginning of each school year.
2. Superintendents Conference Day
3. Employee workshops
4. Assessment day grading of tests
5. Evening Board Meetings

For categories not listed above, prior approval by the Purchasing Agent is required prior to providing refreshments.

New

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