

## **Management Support**

### **Food and Beverage Consumption**

The Board recognizes that staff members and others associated with the district are expected to pay for their own food and beverages. However, under certain circumstances when the district is deriving benefit, the district may expend funds for food and beverage consumed by staff and others while in the conduct of district business .

#### **Ceremonies, Dedications and Other Gatherings Open to the Public**

Food and non-alcoholic beverages may be served at the district expense for ceremonies, dedications and other gatherings open to the public provided such events serve a public purpose.

#### **Meetings, Workshops, Retreats, Training Session, Interviews and Hearings**

Food and non-alcoholic beverages may be served at the district's expense when a meeting, workshop, retreat, training session, interview or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimal disruption. Meals for such events should not exceed meal per diem rates as allowed for district travel.

#### **Required Documentation**

The following information must be documented on the invoice or receipt to provide justification for reasonable food and beverage consumption while in the conduct of district business:

- A. The occasion for incurring expenses (for example: School Board meetings, graduation ceremony, principal interview, etc.);
- B. The nature of expenses that were incurred (for example: lunch, refreshments, etc.); and
- C. The number of attendees (if a meal is provided include the names of the attendees).

Cross Reference:      Policy 6213                      Reimbursements for Travel Expenses

Classification: Discretionary

Adoption Date: August 25, 1993

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