

Meals and Refreshments

All actual and necessary registration and tuition fees, reasonable expenses of travel, meals, and lodging incurred in connection with conferences, conventions, and workshops related to School District business will be paid for by the district. All receipts shall be submitted within 14 calendar days of when the expense was incurred and must include the detail of all purchases. The consumption of alcoholic beverages is not a permitted expense, nor is any travel expense associated with a spouse.

If a school vehicle is unavailable, mileage shall be reimbursed at the then current IRS rate.

Authorization to attend a conference, convention, or workshop requiring travel must first be obtained through My Learning Plan (MLP) or similar approval process for those that are not included in MLP.

Extending travel for personal reasons is not a district supported expense.

The Board of Education recognizes that from time to time it may be appropriate to provide meals and refreshments at district meetings or events which are being held for an educational purpose. Expenditures made on such meals and refreshments should be planned for using the district's procurement process. All receipts submitted for payment must be appropriately itemized and submitted to the District's Business Office within 14 calendar days of incurring such expense. The district will not pay for sales tax, so it is important to ensure that sales tax is not incurred on any purchase.

Examples of authorized categories of such expenditures include, but are not limited to, meals and refreshments for staff on teacher orientation day at the beginning of each year, staff recognition day, Superintendent's Conference Day, and community/district meetings.

Reasonable expenses for meals actually and necessarily incurred at meetings of school district personnel may be considered if such expense is school district business which is conducted and of an immediate nature and it is essential to conduct such a meeting during mealtime. Furtherance of the school district's business must be the main purpose of such a meeting and the meal only incidental thereto.