

### Meals and Refreshments

The Board of Education recognizes that it may occasionally be appropriate to provide refreshments and/or meals for Board members and other district personnel at educational conferences, workshops or meetings. Meals will be provided when the conference, workshop, or meeting occurs during a normal meal period.

All meal expenses must be appropriately documented including the date and purpose of the meeting prior to submittal to the district's business office for the purposes of audit.

The district will pay no more than the current Internal Revenue Service meal per diem allowance for educational conferences and/or workshop attendance. These rates will be made available from the Business Office upon request.