

SUBJECT: REIMBURSEMENT FOR MEALS/REFRESHMENTS**Staff/Board Meetings and Events**

The Board of Education recognizes that at certain times it may be appropriate to provide meals and/or refreshments at BOCES meetings and/or events which are being held for educational purposes, program/services review and committee meetings. Prior approval of the District Superintendent/designee must be obtained for food and beverages provided at meetings or activities which will be charged to the district(s).

Any such expenditures must be appropriately documented with an itemized receipt and information showing the date and purpose of the meeting, food served, who attended the meetings and why the attendees needed food and/or refreshments to conduct BOCES/School District business.

In no case will the costs for meals exceed the current Federal per diem meal rates for the geographic area.

Travel Outside of District/Emergency Meetings

BOCES officials and employees are entitled to reimbursement for necessary expenses incurred in the performance of their official duties. However, it is the position of the New York State Comptroller's Office that meals of public officers and employees generally should not be reimbursed or paid by the municipal entity unless the officer or employee is traveling outside his/her regular work area on official business for an extended period of time, or where events prevent them from taking off during mealtime for food consumption because of a pressing need to complete business. All requests for reimbursement must document who attended the meetings and how the meetings fit these conditions.

NOTE: Refer to Administrative Regulation #4300 – Purchasing and Property Management Procedures

Adopted: January 14, 2009