

SUBJECT: REIMBURSEMENT FOR MEALS/REFRESHMENTS**Travel Outside of District/Emergency Meetings**

School District 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 (the District requires overnight travel for meal reimbursement), 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.

Staff/Board Meetings and District Events

- a) Meals may be considered a proper municipal expense where the School District is faced with business of an immediate nature between two (2) or more people, and the meetings are required to be held at meal times due to participant's schedules.
- b) In order for meal expenses for a meeting between staff/Board members to be eligible for reimbursement or payment by the organization, the following conditions need to be met:
 - 1) 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;
 - 2) Scheduling prevents the meeting from being held at a different time;
 - 3) The meal must be provided during the meeting. It can not be delivered or served at the beginning or end of the scheduled meeting.

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

NOTE: Refer also to Policy #6161 -- Conference/Travel Expense Reimbursement

Adopted: 6/25/12