NON-TRAVEL MEAL AND LIGHT REFRESHMENT CONSUMPTION

The school board recognizes that staff members and others associated with the district are expected to pay for their own food and beverages. The school board acknowledges that it may be appropriate to provide reimbursements for food items determined to be beneficial for official business conducted within the district. The cost of the food and beverage provided shall be reasonable, necessary, and not in excess of the benefit received by the district.

Authorization
An expenditure for food items for meetings, banquets, or workshops should be beneficial to the operation of district programs and must have approval of the superintendent or his/her designee seven (7) days prior to purchase.

Reimbursement
An officer or employee claiming reimbursement for food items as authorized must be prepared to show:

A. The occasion for incurring expenses;
B. The nature of expenses that were incurred; and
C. Documentation that the expenses were incurred in the course of official business.

Legal References: Article VIII, Section 7, Washington State Constitution
Attorney General Opinion 5-14-87

Adoption Date: 04/28/05