

Business Services

1 AP 6905 DISTRICT-PAID MEALS AND REFRESHMENTS

2 References:

3 Guidelines and Documentation

4 The President/Superintendent or designee may authorize the expenditure of funds for
5 meals and/or refreshments served at meetings and in-service events that advance the
6 mission of the District.

7 With proper advanced approval, business meal/refreshment expenditures connected
8 with the conduct of District business may be permissible and the District may reimburse
9 or pay those expenses in accordance with specified procedures. All expenditures must
10 be supported by an original receipt, reflecting the actual costs incurred. For
11 reimbursements, a completed, approved expense reimbursement form and a memo or
12 email showing authorization of the expenditure in advance of the meeting/event, are
13 required.

14 Business meal expenses must be approved two weeks in advance by the appropriate
15 administrator or they may be considered a personal expense and reimbursement may
16 not be provided.

17 Requests for meals/refreshments shall include:

- 18 • Date(s) of the business meals/refreshments
- 19 • Scheduled start and end time of meeting
- 20 • Business purpose of the meeting
- 21 • Location/place of the business meals/refreshments
- 22 • Copy of agenda (if applicable)
- 23 • List of attendees
- 24 • Accounting code*

25 Note: For meals, there must be a business reason to keep the group together during the
26 meal period. The requester must explain why District business was conducted during
27 the meal period. Business meals should support continuation of the meeting and not be
28 the primary function of the meeting.

29 *The purchase of food must be an allowable cost for any grant or categorically-funded
30 program.

31 Expenditures are NOT allowed for:

- 32 • Routine staff meetings

- 33 • Informal meetings held in the normal course of performing a job (e.g., lunch
34 between two or more staff members)
35 • Meetings that do not advance the mission of the District

36 Office of Primary Responsibility: Vice President, Business Services

Date Approved: October 15, 2012

Date Reviewed: March 20, 2019