

EXPENDITURES

5323 REIMBURSEMENT FOR MEAL EXPENSES INCURRED DURING DISTRICT MEETINGS

It is the position of the New York State Comptroller's Office that meals of public officers and employees may 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 Amherst Central School District requires overnight travel to be eligible for such meal expenses. This policy also applies to any meals provided at staff meetings, except under the following circumstances:

- a) Meals may be considered a proper municipal expense where the Amherst Central School District is faced with business of an immediate nature between two or more people, and the meetings are required to be held at meal times due to the attendees' schedules.
- b) In order for meal expenses for a District meeting to be eligible for reimbursement or payment by the District, 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 within the scheduled agenda of the meeting. It cannot be delivered or served at the beginning or end of the scheduled meeting. For example: where a luncheon meeting is scheduled from 10 a.m. to 2 p.m. because it is the only time a meeting can be held before an important deadline, the meal may be eligible for reimbursement or payment if it was delivered at 12 noon.
- c) When claiming such expenses for reimbursement or requesting that payment be made, it must be justified on the claim form of the need for such expenses as outlined above.
- d) Before meal expenses for meetings can be reimbursed or paid, the following information must be provided to the Business Office on the established Conference and Travel form with the proper approval:
 - 1) What was the purpose of the meeting?

- 2) When was the meeting held?
- 3) What time was the meeting held?
- 4) What was the reason that the meal had to be served during the meeting?

These guidelines apply to all employees and public officers of the School District.

Policy Cross References:

6161 - CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

Adoption Date 3/8/11