

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

MEALS AND REFRESHMENTS

POLICY 3710

The Board of Education recognizes that from time to time it may be appropriate to provide modest meals and/or refreshments at School District meetings and/or events which are being held for an educational purpose. Consistent with the law, the School District will reimburse or provide meals and/or refreshments only when (1) it is strictly necessary that the meeting be held during mealtime and (2) if and when the meeting is actually held for an educational purpose and/or official School District business.

A person/group shall submit to the Business Office for approval a request for meals and/or refreshments prior to the holding of a meeting or event. This request must contain an explanation of how the meeting or event satisfies the above stated criteria, including the reason for the meeting/event and information showing who will attend the meeting or event. The financial information accompanying the request should be itemized, detailing the amount requested (e.g. number of meals, venue/provider, etc). A reimbursement claim submitted following a meeting/event shall indicate why a request prior to the meeting/event was not made and the urgent circumstances causing the need to schedule a meeting/event during mealtime to discuss School District business. Only urgent circumstances with a well-documented explanation will be considered for reimbursement. A reimbursement claim should contain an itemized receipt as well as a list of the people who attended. Under no circumstances shall a Board of Education member or School District employee be allowed to use School District funds to accompany or to provide meals for a consultant to the School District.

The School District's Business Office shall be responsible for approving, modifying, or declining any request for the provision of meals or refreshments or reimbursement claim. Any expenditure made on such meals and/or refreshments should be appropriately documented with an itemized receipt whenever possible and submitted to the Business Office for the purposes of audit and possible reimbursement. Upon request, the Superintendent of Schools may review any modification or declination of a request for approval for meals and/or refreshments by the Business Office.

Cross Ref: 3301 Purchasing
8250 Board Member, School District Officers and Employee Code of Ethics
8231 School Board Conferences, Conventions and Workshops
3700 Expense Reimbursement

Ref: Education Law § 2118, NYS Constitution VIII, Section 1

Adoption Date: February 27, 2019

Revised: January 25, 2023