

**SUBJECT: REIMBURSEMENT FOR MEALS/REFRESHMENTS AT STAFF/BOARD MEETINGS AND DISTRICT EVENTS**

- 1) Meals may be considered a proper municipal expense where the BOCES is faced with business of a nature between two or more people, and the meetings are required to be held at meal times due to staff schedules.
- 2) In order for meal expenses for a meeting between staff members or other component district staff to be eligible for reimbursement or payment by the organization, the following condition needs to be met:
  - a) The meal must be provided during the meeting. It can not be delivered or served after the scheduled meeting. For example: where a luncheon meeting is scheduled from 10:00 a.m. to 2:00 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 12:00 noon.
- 3) When claiming such expenses for reimbursement or requesting that payment be made, you must justify on the claim form the need for such expense as outlined above.
- 4) Before meal expenses for meetings with staff members can be reimbursed or paid, the following information must be provided to the Business Office:
  - a) What is the purpose of the meeting?
  - b) When will the meeting be held?
  - c) What time will the meeting be held?
  - d) What was the reason that the meal had to be served during the meeting?
- 5) For reasonable meal costs for meetings to be paid by BOCES, one of the following must apply:
  - a) If the primary purpose of the meeting is to discuss BOCES business, the meal is reimbursable for BOCES employees and other component district staff.
  - b) When a meeting is for a large group/committee of BOCES employees and lasts for most of the work day, meal expenses for the participants are reimbursable when:
    - i) The meal is included in the meeting, and
    - ii) The meeting is on BOCES business, and
    - iii) The meeting began before the meal and continued through such meal, and
    - iv) Food is sent in, so that the meeting can continue uninterrupted, and
    - v) The food is consumed in the building in which the meeting takes place.
- 6) When spouses/guests attend a conference/meeting, etc., with a BOCES employee or Board Member, said expenses must be paid for by the non-BOCES employee or non-Board Member.