

WHITE RIVER SCHOOL DISTRICT #416

ADMINISTRATIVE PROCEDURE

No. 6240P

Food and Nonalcoholic Beverage Consumption

Ceremonies, Dedications and Open Houses

Reasonable expenses associated with ceremonies and/or dedications are permitted provided the events have been authorized by the board and serve a public purpose.

Meetings, Study Sessions, Training Sessions

Food and nonalcoholic beverages may be served **on** district premises at district expense when a meeting, study session, training session or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. The agenda for the event must show that work continues through the meal. Expenses for food and beverage must be reasonable and serve a public purpose. Snacks and nonalcoholic beverages of a nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. All such events must have evidence of superintendent approval and expenditures must be properly documented consistent with board policy.

In very limited situations, food and nonalcoholic beverages may be served **off** district premises at district expense, in conjunction with an offsite meeting, study session, training or hearing that continues through the normal mealtime hour. The superintendent or designee must be in attendance. An itemized receipt, list of attendees and agenda documenting the district purpose must be maintained with payment records. These meetings cannot be in lieu of a gift or recognition and are not for social purposes. Employees on travel status are not eligible for per diem for the district paid meal as outlined in Board Procedure 6213P Reimbursement for Travel Expenses.