

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: REIMBURSEMENT FOR MEALS/REFRESHMENTS AT STAFF/BOARD
MEETINGS AND DISTRICT EVENTS**

It is the position of the New York State Comptroller's Office that meals provided for Board members, District officers and employees may not be reimbursed or paid by the District unless he/she is traveling outside his/her regular work area on official business for an extended period of time. The School District requires overnight travel to be eligible for such meal expenses.

This regulation also applies to any meals provided at Board or staff meetings except when there is School District business of an immediate nature between two or more people, and the meeting(s) is required to be held at meal time due to the schedules of those required to be in attendance.

The meal must be provided during the meeting. It cannot be delivered or served at the beginning or end of the scheduled meeting. For example: when an urgent luncheon meeting is scheduled from 10 a.m. to 2 p.m., the meal may be eligible for reimbursement or payment if it is delivered at 12:00 noon.

Meeting requests and claim forms for reimbursement of meals at such urgent meetings must include the following information:

- 1) The urgent purpose of the meeting;
- 2) The date and time of the meeting; and
- 3) The reason(s) for the meal needing to be served during the meeting.