Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4452 – MEALS AND REFRESHMENTS

Meals and Refreshments

BOCES officials and employees are entitled to reimbursement for necessary expenses incurred in the performance of their official duties. In this regard, the Board recognizes that from time to time it may be appropriate to provide or reimburse for meals and/or refreshments at BOCES meetings or events which are being held for an educational purpose. Authorized personnel must submit purchase orders to appropriate vendors prior to the actual incurring of expenses. All expenditures must be properly documented to include who attended the meeting or event, the purpose of the meeting or event, and why meals and/or refreshments were required. This justification, along with an itemized receipt(s), shall be submitted to the Business Office for payment or reimbursement. Tax exemption certificates shall be issued and utilized as appropriate.

Under no circumstances may alcoholic beverages be charged to the BOCES, nor will they be reimbursed.

Examples of categories of expenditures that may be authorized include, but are not limited to, new employee orientation training, opening day, superintendent's conference days, student award ceremonies, open house events, strategic planning events, receptions for volunteers, community/component district meetings, Board meetings, Audit Committee meetings, professional development activities, Annual Meeting, retiree breakfast/luncheon, a meal provided to a group or committee working through the mealtime, or other specific circumstances where providing a meal and/or refreshment is advantageous to the BOCES.

The District Superintendent shall have the authority to administer this policy and promulgate any rules, regulations, procedures, or terms consistent with this policy.

Meals covered while travelling outside of the BOCES are addressed under Policy and Regulation 5210 (Professional Growth / Staff Development, Travel and Conferences).

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