

POLICY RELATING TO PERSONNEL MANAGEMENT

PAYMENT OR REIMBURSEMENT FOR MEALS

The Wachusett Regional School District shall not pay for, or reimburse District employees and their guests for restaurant meals, catered meals or other food or beverages, except as provided below. Under no circumstances shall the District pay for or reimburse District employees or their guests for alcoholic beverages.

The Superintendent may incur food and non-alcoholic beverage expenses for meals incurred in connection with conducting District business, subject to pre-approval by the Business/Finance Subcommittee or to review, prior to reimbursement, by the Business/Finance Subcommittee. In the absence of the superintendent and acting in his/her stead, the Directors may incur food and non-alcoholic beverage expenses for meals incurred in connection with conducting District business, subject to pre-approval by the Superintendent or to review, prior to reimbursement, by the Superintendent.

Requests for reimbursement and supporting documentation must be submitted within thirty (30) calendar days after the expense is incurred on District approved forms. Documentation for reimbursement must include dated itemized receipts, an explanation of the District business being conducted with the names and titles of the persons participating in the business and for whom meal, food and/or beverages were paid, and the date, time, and location such business was conducted.

Except in limited circumstances as defined by the Business/Finance Subcommittee, the District shall not reimburse food, beverage or meal expenses for business conducted by the Superintendent with other District employees. Reimbursement shall be based upon rates established by the U. S. General Services Administration for the relevant meal and location.

This policy shall not apply to:

1. Refreshments provided for teacher education programs, workshops or in-service days held in the schools.
2. Refreshments provided at school or District administration sponsored programs and events held on school grounds.
3. School Committee sponsored recognition dinner programs held at a District school and prepared by District cafeteria workers.

POLICY RELATING TO PERSONNEL MANAGEMENT

PAYMENT OR REIMBURSEMENT FOR MEALS (continued)

4. Meal and non-alcoholic beverage expenses incurred in connection with employee travel, which is governed by other policies.

The administration shall prepare a quarterly report for the School Committee listing meal expenses incurred under this policy, including: classification of employee, destination, dates and purpose of meals.

Employees Covered by Collective Bargaining Agreements

If there is a conflict between this policy and the terms of a collective bargaining agreement applicable to an employee seeking reimbursement, the terms of the applicable collective bargaining agreement shall prevail.

First Reading: 01/10/06

Second Reading: 01/24/06

WRSDC Policy 5264.1