

AP 6907 DISTRICT-PAID MEALS AND REFRESHMENTS

References:

Guidelines and Documentation

Employees are responsible for their own meals and snacks during the workday at their primary place of employment. With proper advance approval, business meal/refreshment expenditures connected with the conduct of District business may be permissible and the District may reimburse or pay those expenses in accordance with specified procedures. All expenditures must be supported by an original receipt, reflecting the actual costs incurred. For reimbursements, a completed, approved expense reimbursement form and a memo or email showing authorization of the expenditure in advance of the meeting/event, are required.

Requests for meals/refreshments are to include:

- Date(s) of the business meal/refreshments
- Schedule start and end time of meeting
- Business purpose of the meeting
- Category and duration of business meal (ex: lunch 12:00-12:30, 30 mins.)
- Location/place of the business meal/refreshments
- Copy of agenda (if applicable)
- List of expected attendees, their titles and affiliations
- Budget accounting code*

Note: For meals, there must be a business reason to keep the group together during the meal period. Requester is to explain why District business must be conducted during the meal period and why this business cannot be conducted at any other time. Business meals should support continuation of the meeting and not be the primary function of the meeting.

Business meal expenses not approved in advance by the appropriate administrator may be considered a personal expense and reimbursement may not be provided.

*The purchase of food must be an allowable cost for any Grant or Categorically-funded program.

Types of meetings/activities:

District-paid meals and/or refreshments may be approved by the Chancellor or Vice Chancellors, College Presidents, or designees for the following meetings or activities:

- Functions honoring volunteers, retiring employees, individuals in education
- Educational events sponsored by the Board of Trustees, the District or a College
- Seminars and workshops sponsored by the Board of Trustees, the district or a College
- Student and student program recognition ceremonies
- Activities as designated by the Chancellor, a Vice Chancellor or a College President
- In-service training events, formal training sessions, or planning meetings that extend through the normal meal period
- Educational conferences
- Special functions that directly serve a College or District need or objective
- College-wide or District-wide meetings
- Community events and service organization events

Expenditures are NOT allowed for:

- Routine staff meetings
- Informal meetings held in the normal course of performing a job (e.g., lunch between two or more staff members)
- Meetings that are not related to RCCD business

Monitoring:

- Guidelines will be monitored at the College level as directed by the President, or designee, and by the appropriate Vice Chancellor, or designee, for District personnel
- All purchases and reimbursements are subject to availability of funds

Office of Primary Responsibility: Vice Chancellor, Business and Financial Services

Administrative Approval: May 17, 2010