

Meals Unrelated to Travel

(1) Beverages/Food Items

Supplies of coffee, water, soda, juice and similar items may be purchased and provided to School guests.

(2) Appreciation Events

Administration may hold events during the year to show appreciation for employee and/or volunteer efforts. The cost of the event should be reasonable and may include guests or family members at Administration's discretion.

(3) Retirement/Separation Functions

School may hold a reception for employees retiring or separating from the School (one per employee). Reasonable expenditures are permitted.

(4) Holiday Functions

Holiday functions are permitted and may include guests or family members at the Administration's discretion. The cost of such functions must be reasonable and may not be charged against any contract or grant fund or reimbursed overhead.

(5) Board Meetings and Annual Retreat

Refreshments, meals, and beverages for board and staff meetings, retreats, and workshops are permissible. Meals may be provided to employees, board members, and the public when appropriate for the time and duration of the event.

Adopted 12/12/2017