

Deputy Superintendent

Food/Refreshments for Meetings Guidelines

TO: All Staff
FROM: Linda T. Wise
Deputy Superintendent

The following procedures have been developed to provide direction to all employees regarding allowable expenditures of HCPSS funds for meetings with instructions on how to properly account for those expenditures. **(Schools will continue the use of School Activity Funds procedures for food/refreshments for meetings as outlined in Circular 37, Meeting & Staff Appreciation Guidelines for School Activity Funds.)**

For breakfast meetings, coffee, tea, juice, soda, and/or water are allowed, however, breakfast meals/snacks are not.

For all day training sessions, work sessions, and meetings, lunch or dinner can be purchased if:

- Employees are required to attend.
- The event exceeds six (6) hours.
- The nature or schedule of the event does not allow sufficient time for employees to take a meal break. If the meal break allotted is greater than 30 minutes, participants should be responsible for their own meal.
- Expenditure for lunch or dinner purchased does not exceed \$15 per person, including tip and delivery charges.
- Prior written approval of use of HCPSS funds for meals has been granted by the Deputy Superintendent or appropriate Chief.

Documentation to be submitted includes:

- Written approval.
- Detailed receipts.
- Agenda with meeting times.
- Attendee list.
- Sign-in of HCPSS employees.

If you have additional questions, please contact Barbara Pindell, Accounting Manager, 410-313-6746.

LTW/tff