TO:       Principals and Office Managers
FROM:     Susan R. Tucker, Director, Fiscal Services
RE:       Refreshment / Meal Reimbursement
DATE:     August 4, 2021

Meeting refreshments and meals (when applicable) are allowable expenses under the following conditions:

1) Must be pre-approved
2) Must include a completed Refreshment/Meal Reimbursement Request form (CVUSD 91- 10019)
3) Meetings must exceed 1.5 hours in order to provide refreshments
4) Meetings must exceed 4 hours in order to provide meals
5) Refreshment costs shall not exceed $5 per person
6) Meal costs shall not exceed $10 per person
7) Child Nutrition Services Catering should be utilized when available
8) Justification and/or reimbursement claims must include a copy of meeting agenda with sign-in sheet of all attendees, beginning and end time of the meeting, and indicate the administrator in-charge
9) If Child Nutrition Services cannot be utilized, a detailed itemized receipt must be submitted for reimbursement
10) A copy of the agenda and sign-in sheet must accompany the reimbursement request

CC:       Administrative Assistants
          Cabinet
          Directors