

400 BUSINESS, continued

403 Meals and Light Refreshments

The Board of Directors delegates authority to the Superintendent to authorize payment for meals and light refreshments (to include beverages) in accordance with this policy.

Meals and light refreshments served at ESD sponsored meetings, events or trainings attended by ESD Board members, employees and/or individuals or organizations with whom the ESD regularly does business may be paid for by the ESD. The Superintendent shall prescribe such procedures as are necessary for the efficient expenditure of funds to pay for meals and light refreshments.

An employee may be reimbursed the actual cost the employee incurs for a meal that is consumed while the employee is traveling with the Board to conduct ESD business or while the employee is attending an ESD business meeting. The Superintendent shall prescribe such procedures as are necessary for the efficient expenditure of funds to pay for employee meals.

This policy does not authorize payment for meals or light refreshments for hosting activities.

All claims for meals and light refreshments shall be approved by the Board of Directors and paid from the funds budgeted. RCW 28A.310.320