

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. Such procedures shall further ensure that funds are appropriately available and allowable for expenditures on meals and light refreshments.

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

Legal References: RCW 28A.310.320 ESD superintendents, employees – Travel expenses and subsistence – Advance payment.

Adoption Date: **6-22-10**

Revised Date: **9-24-18**

Renumbered: **403 to 6214 12-12-17**