

# 325: MEAL POLICY FOR DISTRICT EMPLOYEES

1. **Purpose:** This policy outlines the business situations under which employees of the School District of Philadelphia (the “School District”) will be reimbursed for meal expenses.

## 2. Definitions:

- a. **Allowable Meal Expenses:** Generally, the School District will not purchase or reimburse the cost of meals or refreshments of any kind except only in reasonable amounts related to the limited circumstances set forth below and only if funds are available in the appropriate budget:
  - i. Meals provided to School District employees during emergency situations (e.g., major fire/water emergencies, natural disasters, etc.);
  - ii. Grant-funded meals and refreshments where the provision of such is specifically provided for in the grant agreement (such as parental involvement meetings). In such instances, School District policy regarding the allowable per person expenditure must not be exceeded;
  - iii. Meals incurred on official out-of-town School District business provided such out-of-town travel has been approved in advance in accordance with District policies; and
  - iv. Limited instances necessitated by business circumstances subject to the express advance written approval of both the Chief Executive Officer and the Chief Business Officer for reason/s other than those set forth above.
- b. **Allowable Meal Expenses:** Generally, the School District will not purchase or reimburse the cost of meals or refreshments of any kind except only in reasonable amounts related to the limited circumstances set forth below and only if funds are available in the appropriate budget:
- c. **Ineligible Expenses:** None of the following expenses shall or will be paid for or reimbursed by the School District:
  - i. Lunch for School District employees not specifically permitted under Paragraph 2 above;
  - ii. Liquor (including beer or wine);
  - iii. Meals for family or guests not specifically provided under Paragraph 2 above; and
  - iv. Any other personal employee expenditure for meals, entertainment or related purposes.

## 3. Approval Authority:

- a. Administrators at the level of Director/Principal have initial approval authority for expenditures, which they must submit to the appropriate Chief, Regional Superintendent, or Division Head for review and written approval. When submitting a payment request or invoice to Accounts Payable, you must indicate on the document either “meals specifically provided for by grant” or “meals provided during emergency operations” to indicate compliance with this policy. Accounts Payable will reject and return requests for payment lacking one of these two certified statements.

## 4. Externally Funded Expenses:

- a. Outside entities that wish to provide meals or refreshments for School District personnel or functions may do so but must pay the vendor directly and such occurrences must not violate applicable law or the School District’s Ethics Policy. The School District cannot receive external funding to pay vendors for meals or refreshments.

## 5. Implementation of the Policy:

- a. The SRC directs the Chief Executive Officer or her designee to adopt any procedures necessary for full implementation of this policy.