

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 325

Section: 300

Title: Meal Policy for
District Employees

Adopted: March 2009

Revised: June 27, 2019

325 MEAL POLICY FOR DISTRICT EMPLOYEES

Purpose

This policy outlines the business situations for allowable meal expenses under which employees of the School District of Philadelphia (the “District”) will be reimbursed for meal expenses and allowable business circumstances for the purchase of food using District budgets.

Definitions

Allowable Meal Expenses - Generally, the 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:

- a. Meals provided to District employees during emergency situations (e.g., major fire/water emergencies, natural disasters, etc.);
- b. 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, District policy regarding the allowable per person expenditure must not be exceeded;
- c. Meals incurred on official out-of-town District business provided such out-of-town travel has been approved in advance in accordance with District policies; and
- d. Limited instances necessitated by business circumstances subject to the express advance written approval of the Chief Financial Officer for reasons other than those set forth above.

Ineligible Expenses - None of the following expenses shall or will be paid for or reimbursed by the District:

- e. Meals for District employees not specifically permitted under Paragraph 2 above;
- f. Liquor (including beer or wine);
- g. Meals for family or guests not specifically provided under Paragraph 2 above; and
- h. Any other personal employee expenditure for meals, entertainment or related purposes.

Authority

The Board authorizes the Superintendent and/or their designee to implement this policy and adopt any processes necessary for full implementation.

Delegation of Responsibility

Administrators at the level of Director/Principal have initial approval authority for expenditures, which they must submit to the appropriate Chief or Department Head for review and approval. Grant expenditures require approval by the Office of Grants-Compliance and Fiscal Services. Accounts Payable will reject and return requests for payment not in compliance with the allowable meals expense policy. Any exceptions require the approval of the Chief Financial Officer.

Guidelines

Outside entities that wish to provide meals or refreshments for District personnel or functions may do so but must pay the vendor directly and such occurrences must not violate applicable law or the Employee Code of Conduct. The District cannot receive external funding to pay vendors for meals or refreshments.

Related Information:

1. [Board Policy 331 Expense Reimbursement Policy](#)
2. [Board Policy 300 Employee Code of Conduct](#)