



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