

**EXPENSE REIMBURSEMENT FOR DISTRICT FUNCTIONS**

The Board of Trustees authorizes the serving of refreshments at school and District-sponsored meetings, events and activities when the service of refreshments and the amount of the expenditure therefore have been approved in advance by the Superintendent or designee. Such meetings, events or activities may include but are not limited to the following:

- Functions for volunteers and retiring employees
- Activities honoring individuals in education
- Public Schools Week activities
- Educational events sponsored by a school or the District
- Seminars and workshops sponsored by a school or the District
- Campus or District appointed committee meetings
- Group planning and operational meetings
- Other activities as designated by the Superintendent/Designee

The cost of refreshments which are served at authorized activities shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds.

Legal Reference: Education Code Section 35160 Power of Governing Board to Authorize Expenditures for refreshments for legitimate public meetings.

Policy Adopted: July 3, 1990