

ADMINISTRATIVE PROCEDURES 6385: REFRESHMENTS AND MEALS SERVED AT MEETINGS

The following is the procedure for the use of District funds to pay for employee meals and light refreshments at District-sponsored meetings or formal training sessions. This Administrative procedure covers all district/college funding sources.

A. Refreshments

Light refreshments may be authorized at certain district or college sponsored meetings or formal training sessions. This authority is not intended for use for the normal daily business of employees, but rather for special situations or occasions under the following conditions.

1. The purpose of the meeting is to conduct official business or to provide formal training sessions that benefit the district.
2. The meeting involves employees or others whom the district is legally authorized to reimburse.
3. The light refreshments are an integral part of the meeting or formal training event.
4. The person responsible for the meeting or training session prior to the event receives approval from the Chancellor, a Vice Chancellor or College President for serving light refreshments.

Light refreshments include non-alcoholic beverages and edible items commonly served between meals, but not intended to substitute for meals, such as tea, coffee, soft drinks, juice, doughnuts, cookies, rolls, pieces of fruit or cheese, and other snack food items.

Allowable Activities:

1. Board of Trustee meetings
2. Non-routine employee training. A formal agenda is submitted and the training is at least 2 hours in length. This is not intended for on the job training.
3. Other pre-approved special situations where light refreshments are deemed appropriate, such as special business related events/receptions and meeting occasions.

Non-allowable Activities:

1. Normal daily business of employees
2. Staff/departmental meetings
3. Anniversaries of individual employment
4. Retirements
5. Social events/receptions/meet and greet occasions
6. Any "hosting" activity. "Hosting" includes but is not limited to those activities that are intended either to lobby a legislator or governmental official or are to be a social rather than district/college business event.

B. Meals

Reimbursement for meals may be provided for certain meetings and formal training sessions for District employees and others the District is legally authorized to reimburse regardless of travel status.

Reimbursement may be authorized when the meeting or formal training is away from the employee's regular workplace. This authority is intended for use under the following conditions:

1. The purpose of the meeting is to conduct official district/college business or to provide formal training sessions to employees.
2. The meal period is scheduled as an integral part of the meeting or formal training session. This authority is not intended for use with normal daily business of employees but rather for special situations or occasions.
3. The payment for meals is approved by the Chancellor, a Vice Chancellor or College President in advance of the meeting or formal training session.

Meals for volunteers may be included when the volunteers contribute directly to the meeting or training session.

Allowable activities:

1. Meals for search committee members and other employees.
2. Meals served at approved district or college retreats or negotiations.
3. Meals served at conferences or conventions.
4. Mealtime meetings with external constituents such as, inter-institutional, inter-agency, and volunteers, where the meal is an integral part of the meeting. A formal agenda must be submitted with all other supporting documentation and the meeting is at least 2 hours in length.
5. Other pre-approved special situations where meals are deemed appropriate by the Chancellor, a Vice Chancellor or College President.
6. Board of Trustee meetings.
7. Tables or tickets purchased for non-profit or community organizations where meal seats are offered to the Chancellor, Board of Trustees, College Presidents, or others at the Chancellor's invitation, which can include special events.

Non-allowable activities:

1. Normal daily business of employees
2. Staff/departmental meetings
3. Anniversaries
4. Anniversaries of individual employment
5. Retirements
6. Social events/reception buffets/meet and greet occasions

Approved by the Chancellor: June 3, 2013