



## Administrative Directive 8.30.011-AD

### Use of Funds for Meals, Refreshments and Student Incentives

In accordance with 8.30.010-P, this administrative directive sets forth the procedures for the use of District funds for purchases of meals, refreshments and student incentives.

- I. **Food and Beverages while Traveling:** Employees are eligible to receive a per diem reimbursement for meals purchased for themselves while traveling. Food and beverages cannot be charged to your PCard while participating in District approved travel. Once travel is completed, employees must complete the Travel Training Reimbursement Request form <https://www.pps.net/Page/2917> to receive per diem funds.

If travel related meals are purchased with a District PCard, the employee will be required to reimburse the District.

#### II. **Meals, Refreshments, and Beverages:**

Definitions:

Meals are defined to include food and beverages provided at breakfast, lunch, or dinner.

Refreshments are defined to include beverages and snack items that are less extensive than full meals.

1. District funds may be used for meals, refreshments, or beverages in the following instances:
  - a. Meals may be provided at District-sponsored training sessions or workshops or whole school or department team-building events/retreats that:
    - Last a minimum of four hours; and
    - Are attended by a minimum of ten participants.
      - Or: Are attended by an entire department, if the department has fewer than ten staff members.
      - Or: If attended by fewer than ten participants, the Administrator determines that, based on proximity to available food service, participants cannot reasonably be expected to obtain a meal on their own.



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2. Permission may be granted by the Chief Financial Officer or Deputy Superintendent to provide a meal to staff engaged in training or workshops, such as annual budget or staffing workshops that require extensive staff engagement but do not otherwise meet the minimum time criteria above. Permission must be sought and granted in writing in advance of such meal purchase.
3. Meals may be provided to School Board members and staff participants of School Board meetings when the meeting is held over a normally scheduled meal period and the meeting is at least two hours long.
4. Meals may be provided to staff in the Emergency Operations Center or whenever a significant District emergency reasonably prevents staff from procuring their own meal.
5. A meal may be provided to staff if they are required to work more than two hours beyond a standard eight-hour workday and the work is held over a normally scheduled meal period. For example, if staff are asked to work a twelve-hour day to meet an immediate or urgent District need, a breakfast or dinner meal may be provided. District funds may be used to provide a meal at an annual staff appreciation meeting sponsored by the Human Resources department or the Office of the Superintendent.
6. Meals may be provided for meetings involving members of the community who are voluntarily assisting the District in its mission when the meeting is held over a normally scheduled meal period.
7. District funds may be used to provide meals for staff when attending working business meals with non-PPS parties such as community groups or agency or industry partners. Business must be conducted during the meal period and a benefit to the District must be gained by attendance of District staff.
8. Meals may be provided for students at the discretion of the Administrator.
9. District funds may be used to provide refreshments for the purposes or events listed below:
  - Business meetings with industry representatives or the public, such as task forces or advisory committees.
  - Business meetings or training events involving District employees that are scheduled to last three hours or longer.



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- Training events held for the purpose of instruction or dissemination of information to the general public.
- District-sponsored employee recognition or volunteer recognition programs.
- Where refreshments are included as a non-separable portion of the cost of renting a facility.
- As a gesture of appreciation to volunteers during or after work is performed.
- Refreshments may be provided for students at the discretion of the Administrator.

10. District funds may not be used for meals or refreshments in the following instances:

- District funds may not be used to provide meals or refreshments for staff training or workshops, teambuilding events/retreats, or business meetings that do not meet the criteria stated above.
- District funds may not be used to provide meals or refreshments for regularly scheduled staff meetings.
- District funds may not be used to provide meals or refreshments for meetings between staff and the District's paid contractors when such meetings are within contractor's scope of work for the District, unless the contractors are participating in training or workshops with staff for which staff are provided meals or refreshments under the guidelines above.
- District funds may not be used to provide meals or refreshments for office social events or voluntary social events (either off-site or in the office) such as celebrating holidays, birthdays, retirements, etc.
- District funds may not be used to purchase bottled water and/or water dispensers for offices, except when water has been officially tested and found to be unsafe for drinking purposes, or in cases of permanent or temporary water unavailability.
- District funds may not be used to purchase alcoholic beverages.



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- III. Required Documentation for Food or Beverage Purchases:** For each meal or refreshment purchase, the following information must be included with your original itemized receipt submitted with your PCard reconciliation or with your request for reimbursement:
1. Employee meeting/events must have a robust written agenda that contains:
    - The date and time of the meeting or event (demonstrating whether the event covered a meal time or was outside of normal work hours);
    - The purpose of the meeting/event;
    - The topics to be covered in the meeting/event;
    - The location of the meeting/event; and
    - An employee sign-in sheet with signatures of all attendees, including both PPS and non-employees, or a copy of the Pepper PD attendance record which indicates the title of the training in the Works sign off.
  2. Student activities must indicate the title of the activity and note whether it is a student event.
  3. Grant funded events must include the following:
    - An agenda containing the business topics to be discussed and/or the flyer given out to families and members of the public; and
    - A Sign-in sheet for all participants indicating the title of the training, and the types of participants (staff, families, students, community, etc.).

**IV. Student Incentives:**

Incentives are allowable as long as the school has a clearly stated purpose for doing so and the incentives are part of a larger system of behavioral supports intended to lead to improved academic achievement, attendance and school engagement, reduced dropout rates, etc. The following guidelines are to be observed:



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1. The incentive should be one of several tools used to achieve a desired outcome in a program of behavioral supports;
2. The incentive should be low cost and related to the desired behavioral patterns; and
3. Schools should keep data on the effectiveness of the incentive program.
4. Staff are also prohibited from using cash or gift cards as incentives for students without the prior approval of the Chief Financial Officer.

#### **V. Gifts for Staff:**

It is prohibited to use District funds to purchase gifts for staff. According to Oregon ethics rules (ORS 244.040), gifts to employees are considered financial benefits. Financial benefits are included in employees' established benefits package. If they are not included in their established benefits package, they are not allowable. This prohibition includes flowers and holiday and birthday gifts or cards. These items must be paid for by staff with personal funds.

#### **VI. Gift Cards:**

According to the IRS, gift cards are equivalent to cash and accordingly considered wages that are subject to taxation. Therefore, gift cards may never be purchased for employees but may be purchased in the following circumstances:

- To meet the immediate needs of homeless students only;
- If a grant agreement explicitly provides for gift cards; or
- With pre-approval of the Chief Financial Officer.

Approved 4/2020