

Administrative Procedure 512

Catering Refreshments and Food for Meetings and Workshops



This procedure applies to all staff meetings, business meetings, and professional development/ training sessions (workshops).

1. General

- 1.1. Provision of refreshments and meals for school staff meetings are not to be paid from Board funds or School Generated funds.
- 1.2. Nominal refreshments may be provided for business meetings or workshops of reasonable duration if people have travelled to be present.
 - 1.2.1. A business meeting or workshop that is less than half a day in duration may have up to one (1) refreshment order, whereas as a full day business meeting or workshop may have up to two (2) refreshment orders.
 - 1.2.2. P.A. Days held at a school are only eligible for (1) refreshment order.
 - 1.2.3. Refreshment orders shall not exceed the refreshment rate in Administrative Procedure 510 – Travel and Business Expense – Appendix C. This rate is per person and includes all applicable taxes.
- 1.3. Meals may be ordered for lengthy business meetings or workshops that have significant working sessions both before and after a normal meal time.
- 1.4. The total costs for refreshment orders and meals ordered for workshops or business meetings shall not exceed the refreshments and meal rate in Administrative Procedure 510 – Travel and Business Expense – Appendix C. This rate is per person and includes all applicable taxes.
 - 1.4.1. Workshops extending through the dinner hours should be limited.



- 1.5. Alcohol cannot be claimed and will not be reimbursed as part of a meal.
- 1.6. When possible, food services provided by schools should be used. The type of meal provided may vary under these circumstances, according to what teachers feel is most appropriate for student involvement.
- 1.7. On occasion, meals for business meetings cannot be ordered in advance due to meeting logistics and location. Reimbursement for these meals should follow the maximum rates established in Administrative Procedure No. 510 for Travel and Business Expenses. Claimants should include original receipts; date; location; and name of participants. Alcohol cannot be claimed and will not be reimbursed as part of a meal.

2. Variation to these Procedures

The Director of Education may authorize variation to these procedures.

Related Legal References, Policies, Guidelines and Procedures

Broader Public Sector Expenses Directive

Board Administrative Procedure 510 – Travel and Business Expenses

Board Administrative Procedure 511 – Hospitality, Employee Recognition and Condolences & Congratulations