

### **MEALS AND REFRESHMENTS AT TVHS SPONSORED EVENTS AND ACTIVITIES**

The TVHS Operating Board recognizes that from time to time it may be appropriate to provide meals and/or refreshments at events or activities sponsored by TVHS. Meals and/or refreshments may be provided for purposes of allowing the event or activity to continue through generally accepted meal times, to enhance the quality of the event or activity or to engage the business and other partners of TVHS (e.g. The Business Alliance). Examples of such situations include, but are not limited to, staff orientations, staff development day, superintendents conferences, community receptions, workshops and training events and student events sponsored by TVHS, including meetings with business partners and other meetings at which TVHS business is conducted. Where meetings are scheduled to conduct public business, for example, regular or special meetings of the TVHS Operating Board, during the dinner period, and to accommodate travel time of meeting attendees, the TVHS Operating Board may provide meals.

Such expenses at all times shall be reasonable and must be appropriately documented. Prior to making payment for such expenses, the following documentation shall be provided: the date, purposes of the activity or event, the number of persons in attendance, and an itemized list of the food and/or beverages provided. In no event shall alcoholic beverages be served or paid for by TVHS. The Capital Region BOCES Business Office shall establish administrative procedures as necessary to carry out this policy.

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