



CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Request for Refreshments / Meal Approval Informal & Formal District Meetings

Today's Date _____

Name _____ Location _____

Meeting Subject _____ Place _____

Date of Meeting _____ Time: From _____ to _____

Purpose of Meeting _____

No. of Persons Attending _____ (Attach copy of sign-in sheet and agenda)

Type of Meeting: **Formal** (events or workshops arranged and conducted by district, county or other person or firms)

Informal (District staff and in-service meetings authorized in advance by Department Director)

Refreshments/Meals

Check box for type of expenditure requested:

Refreshments

Breakfast

Lunch

Dinner

TOTAL AMOUNT OF EXPENDITURE REQUESTED \$ _____

Program to be charged _____

- *Under no circumstances shall a District official or employee be reimbursed directly for personal out-of-pocket expenses for meeting related refreshments or meals.*
- Expenditure cannot exceed the amounts specified for refreshment and meal expenses under Administrative Regulation AR 3350. Refreshments \$5.00 per person, meeting duration must exceed 1.5 hours. Meals \$15.00 per person, meeting duration must exceed 3 hours. Meals & Refreshments \$20.00 per person, meeting duration must exceed 4.5 hours.
- Receipts supporting all expenditures must be submitted with this Request for Refreshments / Meal Approval.
- The Superintendent and/or Deputy/Assistant Superintendent may waive these requirements in certain circumstances specified in Administrative Regulation AR 3350.
- A purchase order is the preferred method for payment; however, if the vendor does not accept purchase orders then the person completing this form may request the one-time use of the CAL Card from the Director of Purchasing.

Dept/Site Admin. Signature

Superintendent or Designee Signature