

### Meals and Refreshments

The Alva Board of Education will allow certain expenses to be paid in connection with federal program meetings and conferences where the primary purpose is the dissemination of technical information.

Costs for food and refreshments at such meetings and conferences will be allowed for instructional purposes when an integral part of the program and when costs are reasonable and necessary to accomplish the objectives of the program. The guidelines for such costs are as follows:

1. There will be a formal written agenda which clearly sets forth the topics to be discussed.
2. Refreshments for parent meetings and parent involvement activities will be allowed when necessary to encourage attendance.
3. Limited meals or refreshments will be allowed for staff or participants who are cloistered in all-day training session when it is impractical to obtain meals on their own and where attendance at training session is essential to accomplishing the objectives of the program.
4. Limited meals or refreshments will be allowed during a "working session" in which participants are engaged in discussion and/or activities during the normal meal time and in which no other opportunity for a meal will be provided and where attendance is essential to accomplish the objectives of the program.
5. Alcoholic beverage costs are not allowable.

Adopted: July 13, 1998

Revised:

Legal Reference: OMB Circular A-87/Special Education Funding Guidelines, 1998-99

Cross-Reference:

District #001, Woods County, Oklahoma