

Specific rules and exceptions to the meal request process

This document is subject to changes and updates as new situations occur

Additional guidance can be found in Admin Procedure V-E

- Credit card is the expected form of meal purchase. Cash purchases will be allowed on an extremely limited basis and must be previously approved. Requires additional approval by Executive Director of Secondary Schools or Chief CCMR Officer
- Food for students on field trips cannot be purchased with budgeted funds
- For Level I competition, District funds may be used to pay for student meals when events are outside of KISD attendance zones. One meal will be provided for participants who are attending in-District (KISD) all day events. Approved student meals will be paid at the rate of \$9 per meal.
- For Level II & III competitions, Student meals will be funded up to three meals per day at \$9 per meal for Level II and III competitions **not** requiring an overnight stay and at **GSA rates for Level II and III competitions requiring an overnight stay** and will be figured in the same manner as employee per diem for travel.
- The District will provide meals based on the following times:

Departure	
Breakfast	Must depart BEFORE 6 AM to receive breakfast
Lunch	Must depart BEFORE 12 NOON to receive lunch
Dinner	Must depart BEFORE 6 PM to receive dinner
Return	
Breakfast	Must return AFTER 6 AM to receive breakfast
Lunch	Must return AFTER 12 NOON to receive lunch
Dinner	Must return AFTER 6 PM to receive dinner

- For pre-ordered meals only, there will be a MEAL BUFFER. This means, if there are a large number in unexpected absentees, the sponsor will not be held responsible for meals pre-ordered and already paid for with District funds, in the situations below:
 - If the total amount charged for the pre-ordered meals is less than \$9 per participant signature, then total, tax-exempt receipt will be allowed

- If the tax-exempt receipt is more than \$9 per participant signature, the following meal buffer counts will be allowed:
 - 5 meals for less than 100 participants
 - 10 meals for 100-199 participants
 - 20 meals for 200+ participants
- Sponsor can purchase a light snack for breakfast and purchase an additional snack for later in the morning, as they do at times for the runners, but the total cannot exceed the allotted \$9
- A sponsor cannot go over the allotted \$9 per meal for breakfast, lunch or dinner even if they used less than the allotted \$9 for another meal. (Unused funds cannot be used towards a future meal.) Overages must be paid back to the District by the sponsor if the allotment is exceeded.
- Charged sales taxes must be paid back to the District by the sponsor.
- All fees (delivery, service fees, credit card fee, etc.) are allowable as long as it is within the \$9 per participant cost.
- Gratuities/tips for meals are authorized to be paid with local funds. Gratuities/tips may not exceed 20% of the bill, however 15% is the recommended amount. The Gratuities/tips must be within the \$9 per participant cost.
- Multiple sponsors may split processing meals paid for students traveling to the same event where a sponsor may pay for the lunch of a student that is not in their group. The sponsor will need to add special wording in the trip title or comment box in electronic request system. Purchasing will increase the credit card limit for all attending the same event to allow sponsors to cover meals for students not on their list. Items will reconcile all items together to take the entire event into consideration before deciding if any sponsor over/under spent.
- Multiple day meals can be purchased in advance by sponsor (e.g. granola bars, oranges, etc. to be used for breakfast for multiple days). Sponsor will need to document details in the comments section of the reconciliation form. Charges will need to be added together and divided by the number of days stated in the narrative and compare to signatures provided to determine if any sponsor over/under spent. Campus staff can pre-reconcile with a summary page to alleviate questions during reconciliation. Signature pages are still required for each meal.

- Attendee signatures cannot be obtained after the event date.
- District will feed students one meal during an event within KISD boundaries if the event is for an extended portion of the day and precludes the students from being on campus during the school lunch period; this includes cross town tournaments.
 - The District will not feed students for an event within KISD boundaries where the school lunch period is not missed. Example: Cross town games
- Receipt date can vary from event date due to pre-ordered meals. Please make a written notation on the meal request form if this is the case.
- Charter bus drivers and drivers for the athletic, band or other trailers will not be fed by the District.
- Meals can be purchased for Chaperones that ride the bus. They must also provide a signature on the participant list.
- Meals cannot be *supplemented* with outside funds from Booster Clubs or outside organizations. For example: District pays for \$9 for meal and overage paid by Booster Club – this is not allowable
 - Booster Club or outside organizations can pay for an *entire* meal