

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

The per diem cost of meals, which may be reimbursed by School for Integrated Academics and Technologies (“SIATech Academy South”) shall not exceed \$60.00 per day. All reimbursements must be accompanied with an itemized receipt; cancelled checks must have supporting documentation stating purpose of meal, agenda and other personnel attending the meeting. Also, no alcohol purchase is reimbursable.

Reimbursement requests for meals during conferences and SIATech-sponsored functions are not allowed when a meal is already included as part of the conference/function.

Meals purchased or consumed at a place other than an established restaurant shall require prior administrative approval.

DATE OF ADOPTION BY THE BOARD: October 20, 2015