

**INTERNAL AUDITING DEPARTMENT  
CALCASIEU PARISH SCHOOL BOARD**

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To: All Principals  
From: Pam Henagan *ph* Internal Auditor  
Date: December 12, 1997

In accordance with Circular 98-64 regarding **In-Parish Meal Reimbursements**, this memo is written to further clarify reimbursements for meals from school funds.

**Allowable Reimbursements for In – Parish Meals:**

Special meals for visiting dignitaries and the employees accompanying them are allowable. The persons in attendance, the purpose of the meal and the benefit to the school must be documented. Employees are limited to the amounts allowed in the CPSB travel policy (\$6.00, \$7.50 and \$12.50). The amount paid for the meals of the visitors is not limited to these amounts. These meals may be paid from the Administrative Account. Mr. Leo Miller must approve in writing all requests for special meal reimbursement.

In-parish conferences, such as those held at McNeese, are allowable if the cost of the meal is included in the registration fee. These meals may be paid from the Administrative Account.

One end-of-the-year faculty luncheon may be paid from the Vending account.

Faculty luncheons and appreciation meals paid by student and/or parent organization accounts are allowable if so designated and approved on the "Sources and Uses" form. The sponsor of the account and an officer of the organization/club must approve in writing the payment for meals.

**Not Allowable In-Parish Meals:**

Appreciation meals (Secretary's Day, etc) are not allowed to be paid from either the Administrative or the Vending accounts.

For in-parish conferences, if the cost of the meal is not included in the registration fee, it is not reimbursable from school funds.

For faculty in-services, meals are not allowable, however, refreshments are allowable. Refreshments include coffee, juice, doughnuts, cookies, cake, chips and dip, vegetable and fruit trays. Such refreshments must be kept to a reasonable cost. This may be paid from the Administrative account.

Any situations not specifically addressed in this memo may be addressed by submitting a request form to the office of the Assistant Superintendent of Curriculum and Instruction.

Please place this memo in the Travel section of the SAF Policies and Procedures Manual.