

**Internal Policies and
Procedures of the
Utah State Board of Education (USBE)**

Effective Date: November 1, 2016

Subject: USBE Group Gathering Food Policy

Purpose: This policy has been written to establish parameters for divisions regarding the amount of food offered at conferences, workshops, and group gatherings.

Employees of the Utah State Board of Education (“USBE”) shall abide by the following requirements with respect to providing food to attendees at a meeting, training, or conference hosted by the USBE:

I. Definitions:

For purposes of this policy, “group gathering” means a conference, workshop, training, or other gathering.

II. Policy:

- (1) USBE employees shall hold online webinar meetings when possible in lieu of having people gather at USBE or at another location.
- (2) USBE employees may not purchase food, beverages, or snacks for USBE internal staff meetings with state or federal money.
- (3) If you are hosting a group gathering where food is available in the surrounding local area, within a 10-minute walk or drive, USBE employees shall:
 - (a) allow enough time during a lunch break to allow participants to purchase their own food and snacks; or
 - (b) allow participants to pre-order, at their expense, food that will be available where the meeting is taking place.
- (4) An employee should structure the agenda for the group gathering so that there is time for participants to purchase their own food, beverages, and snacks.
- (5) When planning a meeting, an employee should consider a location in which participants have easy access to food, beverages, and snacks.
- (6) A USBE employee may purchase food, beverages, or snacks at a group gathering if:
 - (a) (i) the group gathering will take place in an area where food, beverages, or snacks are not available within a 10-minute walk or drive;
 - (ii) a provision in federal law or Utah Code requires participants to be reimbursed expenses or provided per diem;
 - (iii) (A) the group gathering is an approved Employee Action Committee

- (EAC) event; and
 - (B) the purchase is within the EAC's annual approved budget;
 - (iv) the group gathering is an awards banquet; or
 - (v) the group gathering is the USBE holiday breakfast; and
 - (b) the employee receives approval, granted in writing, from the State Superintendent, Deputy Superintendent, or Assistant Superintendent at least 30 days prior to the group gathering to provide food, beverages, or snacks at the group gathering.
- (7) A request to provide food, beverages, or snacks at a group gathering, as described in Subsection (6), shall:
- (a) include an explanation of why the exception is necessary, reasonable, and in the best interest of the State; and
 - (b) accompany all food and beverage related group gathering payments for auditing purposes.
- (8) (a) When categorizing expenditures for food, beverages, or snacks, a USBE employee shall use object code 6214 (Food) when categorizing the expenditures.
- (b) A USBE employee shall ensure that when paying an invoice the cost objects or codes are clearly delineated for the overall expense, for example, if the food purchase occurred as part of a training that included the rental of a room when the invoice is paid the individual processing the payment shall break out the particular objects within the overall payment.
- (9) This group gathering policy does not apply to purchasing food, beverages, or snacks for:
- (a) a meeting of the State Board of Education; or
 - (b) a meeting of the State Charter School Board.