

Moore County Schools – Restaurant Guidelines (Rev.01/15)

Individual Meals:

Per Diem rates issued by the State of NC Office of State Budget and Management are provided on the [travel reimbursement form](#). (this form is grouped within the “Accounts Payable” forms) Per State regulations, each employee is responsible for his or her own meal. Therefore, use of a Moore County School credit card for individual meals is not permitted.

Group Meals:

School Based: Athletics, Clubs & Organizations, Field Trips, Competitions, Back-To-School Events, After School Day Care, Teacher Appreciation Week, Staff Meetings, Staff Development, Staff Appreciation, Parent/Teacher Conferences and School Improvement Team Meetings require an itemized restaurant receipt and the agenda or the [Moore County Schools Restaurant Required Documentation Form](#).

Principal Meetings will require an itemized restaurant receipt and the agenda or the [Moore County Schools Restaurant Required Documentation Form](#).

Central Office/Department Based: Catered Meals for Staff Development will require an itemized restaurant receipt and the agenda or the [Moore County Schools Restaurant Required Documentation Form](#).

Strategic Planning meetings, Community Leaders Meetings and Staff Development meetings at a restaurant will require an itemized receipt and the agenda or the [Moore County Schools Restaurant Required Documentation Form](#).

Non-Employee Meals:

Contracted speakers and Contracted instructors meals will require an itemized receipt and the agenda or the [Moore County Schools Restaurant Required Documentation Form](#).

Title I Meals

Food purchases for Title I activities must be both reasonable, in terms of cost, and necessary (providing food for training/activities that are held during typical meal hours). Furthermore, the activities must support school wide efforts toward student achievement, rather than celebrations, festivals, etc. Title I schools will follow the “School Based” process noted above and will continue to submit proposals for all Title I activities/expenditures.