



BOARD POLICY ON BUSINESS MEAL EXPENSES

The John Adams Academies, Inc. (JAA) Board of Directors recognizes the need for reasonable business meal expenses in the course of conducting JAA business.

“Reasonable” means the amount that normally would be spent in that specific situation. The amount will vary depending upon circumstances: lavish or extravagant meals will not be paid for by JAA. Alcoholic beverages are not reimbursable. Expenses for meals may be subject to additional approvals. The Superintendent or designee shall establish guidelines and a review process for reasonable, extraordinary or questionable expenses.

JAA business may include but is not limited to, recruitment, cultivation of donors, special guest speakers, meetings with stakeholders, etc. State law prohibiting gifts of public funds does not permit providing meals to spouses of Directors. Moreover, the IRS does not permit tax-free treatment when the Director’s spouse or other person is present merely for a social or personal purposes. There are events, however, where employees’ spouses or others (such as volunteers) are appropriate and necessary for building the sense of community that characterize JAA. Meals provided to an employee’s spouse, or family member, volunteers, or other person is acceptable as long as there is a bona fide business reason for that person’s attendance.