

*Adopted: February 26, 2007*

*Revised: \_\_\_\_\_*

**215    Gratuity as an allowable Expense**

It shall be an acceptable practice for all Waterville-Elysian-Morristown employees, including school board members, to be reimbursed for their meal, non-alcoholic beverage, and a gratuity of up to 15% for school related activities. Gratuity cannot exceed 15% unless enforced by the visited establishment. If applicable, the total cost of the meal plus gratuity cannot be greater than the amount allowed per person per meal.