

## LIGHT REFRESHMENTS AND MEALS POLICY

- Policy Number:** BP # 107
- Effective Date:** Approved by the Eastern Washington State Historical (EWSHS) Board of Trustees on December 8, 2015.
- Application:** Applies to all employees of the EWSHS.
- History:** This is a new Board Policy.
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### Article 1 PURPOSE

The purpose of the Light Refreshments and Meals Policy at the EWSHS is to specify when EWSHS funds may be used to provide or purchase light refreshments and meals for occasions pertaining to and furthering EWSHS operations and EWSHS business; and to ensure proper accounting of costs upon completion of the occasion. In accordance with the Governor's Executive Order 13-06, healthy food and beverages should be incorporated into any light refreshments and meals. This policy covers all EWSHS funding sources, but does not cover the Northwest Museum of Arts & Culture Foundation funds.

### Article II DEFINITIONS

- A. **Light Refreshments**-- For the purposes of this policy light refreshments include non-alcoholic beverages and edible items commonly served between meals, but not intended to substitute for meals such as: tea, coffee, soft drinks, juice, doughnuts, cookies, sweet rolls, fruit and/or cheese.
- B. **Formal Training Session**—Non-routine employee training supported by a formal agenda and at least 2 hours in length. This is not on-the-job training.
- C. **Integral Part of the Meeting**—An activity within a meeting that is essential to the completeness of the meeting, e.g. speaker during lunch or business discussion through the lunch period per a formal agenda. The meeting must be at least 2 hours in length.
- D. **Official EWSHS (State) Business**—Activities performed by an official or state employee, authorized volunteer, and/or contractor as required by the duties of his/her position or office.
- E. **Regular Workplace**—The location where a state employee or state official normally performs their work. For the purposes of this policy all of the facilities on the EWSHS campus at 2316 W 1<sup>st</sup> Avenue including the Main EWSHS Structure and Campbell House are considered the regular workplace for EWSHS employees and board members.
- F. **Volunteer**—Individual who contributes directly to meeting or formal training session but is not employed by the EWSHS. The benefit to the EWSHS must be documented.

### Article III LIGHT REFRESHMENTS

- A. Light refreshments may be authorized at certain EWSHS-sponsored meetings or formal training sessions. This authority is not intended for use with normal daily business of employees, but rather for special situations or occasions when all of the following conditions are met:

1. The purpose of the meeting is to conduct official EWSHS business or to provide formal training that benefits the EWSHS;
  2. The light refreshment is an integral part of the meeting or training session;
  3. The meeting or training involves EWSHS employees or others the EWSHS is legally authorized to reimburse;
  4. The person responsible for the meeting or training session requests approval for serving the light refreshments at least five (5) days prior to the meeting or training;
  5. The Executive Director or authorized designee approves payment for the light refreshments in advance of the meeting. If the request is on behalf of the Executive Director, the Board President or authorized designee must approve payment for the light refreshments in advance of the meeting; and
  6. The EWSHS obtains a receipt for the actual costs of the light refreshments.
- B. Activities where light refreshments may be allowed:
1. Board of Trustee meetings;
  2. Non-routine formal EWSHS employee training at least 2 hours long. This does not apply to on-the-job training;
  3. Approved EWSHS retreats;
  4. Special occasions recognizing employee accomplishments; and
  5. Other pre-approved special situations where light refreshments are deemed appropriate.
- C. Activities where light refreshments may not be funded by EWSHS funds:
1. Normal daily business of EWSHS employee(s);
  2. EWSHS anniversaries;
  3. Retirements, receptions, anniversaries or memorial services for new, current or former employees;
  4. Election celebrations;
  5. Social events, receptions, meet and greet occasions;
  6. Hosting activities which include but are not limited to those activities that are intended either to lobby a legislator or governmental official or are a social rather than EWSHS business event;
  7. Building dedications; and
  8. Open houses.

#### **Article IV MEALS**

- A. The EWSHS is legally authorized to reimburse EWSHS employees and other authorized individuals for meals provided for certain meetings and formal training sessions, regardless of travel status, when **all** of the following conditions are met:
1. The EWSHS requires the employee or other authorized individual to attend a meeting where business meals are served;
  2. The purpose of the meeting is to conduct official state business or to provide training to EWSHS employees or officials;
  3. The meals are an integral part of the business meeting or training session;
  4. The meeting or training session takes place away from the employee's or official's regular workplace;
  5. The EWSHS obtains a receipt for the actual costs of the meal;
  6. The person responsible for the meeting or training session receives approval for reimbursement of the meal at least five (5) days prior to the meeting or training; and
  7. The Executive Director or authorized designee approves payment for the meals in advance of the meeting. If the request on behalf of the Executive Director, the Board President or authorized designee must approve payment for the meals in advance of

- the meeting. The cost of meals and light refreshments may not exceed the travel per diem limit for the meal provided at the location of the meeting. Current per diem rates are published by the Washington State Office of Financial Management.
- B. Activities where meals may be authorized include:
1. Offsite meeting where an employee is required to attend in an official EWSHS capacity i.e., chamber of commerce, rotary;
  2. Meals served at pre-approved EWSHS retreats;
  3. Meals served at pre-approved conferences or conventions;
  4. Non-routine formal EWSHS employee training which is at least two hours in length. This does not apply to on-the-job training;
  5. Meals for volunteers when they contribute directly to the meeting or training session; and
  6. Other pre-approved special situations where meals are deemed appropriate.
- C. Activities where meals may not be funded by EWSHS funds:
1. Normal daily business of EWSHS employee(s);
  2. EWSHS anniversaries;
  3. Retirements, receptions, anniversaries or memorial services for new, current or former employees;
  4. Election celebrations;
  5. Social events, receptions, meet and greet occasions;
  6. Hosting activities which include but are not limited to those activities that are intended either to lobby a legislator or government official or are a social rather than EWSHS business event;
  7. Building dedications; and
  8. Open houses.

**References that apply to this policy**

RCW 43.03.050	SAAM Policy §§10.40.60-70
SAAM Policy §§70.10.10-40	

## **Administrative Procedure**

### **REQUESTS AND APPROVAL**

All requests for use of EWSHS funds for light refreshments and/or meals will be submitted by the proposing employee/individual in writing to the "Approving Authority." The Executive Director or designee will serve as the Approving Authority for employee requests. If the request for use of EWSHS funds is by the Director, the Approving Authority will be the Board President or his/her designee. Only upon approval of the designated approving authority can the funds be allocated for the proposed purpose. Any decision to deny the request is final.

Requests for light refreshments and/or meals must be in a written format and include, at a minimum:

- a. Meeting or training title;
- b. Purpose of meeting or training;
- c. Name and telephone number of the requestor;
- d. Names of the individuals attending the meeting or training;
- e. The date(s) and location of the meeting or training;
- f. Approximate cost for the light refreshments and/or meal(s) ;
- g. A notation by the Approving Authority documenting approval or denial of request along with a signature and date;

A sample request form is attached as Light Refreshment and Meals Approval Form.

### **RECEIPTS, PAYMENT, AND ACCOUNTING**

Following the purchase of light refreshments and/or meals with petty cash or a EWSHS purchase card, a corresponding receipt shall be provided to *the fiscal analyst*. This receipt will be reviewed for any discrepancies by *the fiscal analyst*. Following the completion of the event, the receipt and accompanying proposal document will be filed and maintained the fiscal analyst consistent with applicable State Accounting requirements.

## **LIGHT REFRESHMENT AND MEALS REQUEST FORM**

### **REQUEST FOR APPROVAL FOR LIGHT REFRESHMENTS OR MEAL(S) FORM**

Event Title	
Purpose of Event	
Requestor's Name	Requestor's Phone Number
Names of Individuals Attending the Event	
Location of Event	Date of Event
Approximate Cost of Light Refreshments or Meals	
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>	
Request Reviewed By (Print Name)	
Signature of Reviewer	Date