

 <p><b>POLICY</b></p>	Applicability <b>Department Wide</b>		
	Effective Date January 1, 2020	Page Number 1 of 3	Policy Number 12.1.2017 Revised 1.1.2020
	<b>Coffee and/or Light Refreshments and Meals</b>		

**Approved**

Allyson Brooks, Director  
 State Historic Preservation Officer



1.1.2020  
 Date Signed

**Purpose**

The purpose of this policy is to ensure that non-alcoholic beverages and/or light refreshments and meals served at off-site and/or on-site meetings, conferences, recognition events, and formal training sessions are in accordance with OFM SAAM Section 70.10.20.

(<http://www.ofm.wa.gov/policy/70.10.htm>).

In accordance with Executive Order 13-06, the Department of Archaeology & Historic Preservation (DAHP) will incorporate healthy food and beverages served at meetings, conferences, recognition events, and formal training sessions (see

<http://www.doh.wa.gov/CommunityandEnvironment/WorksiteWellness/HealthyNutritionGuidelines>).

**Policy**

The Director/Deputy Director will approve in **advance** all DAHP-sponsored meetings, conferences, recognition events, and formal training sessions where non-alcoholic beverages, light refreshments, and meals will be served.

**Choosing Facilities for Off-Site meetings**

When meetings or training sessions are necessary and costs are to be reimbursed or paid by DAHP, the location and facility should be selected with the following considerations:

- Cost to the state;
- Barrier-free facilities (SAAM 50.50.50) if suitable; compliant with Americans with Disabilities Act.
- Accessibility to attendees and
- Priority given to state-owned or publicly-owned barrier-free facilities.
- Recognizing the agency’s mission, consideration is encouraged to use barrier-free historic off-site meeting facilities or facilities that are owned, managed, leased by heritage affiliated organizations, or located in historic districts/neighborhoods, or Main Street communities.

## Coffee and/or Light Refreshments and Meals

### Non-State Facility

When a meeting, conference, recognition event, or training session held or sponsored by DAHP is conducted at a rented/leased non-state facility, the person responsible for the choice of location and facilities is to submit in advance a Meeting Request Authorization form to the Director for approval.

### Lodging and On-Site Meeting Costs

Maximum allowable lodging amounts may not always be sufficient for state agencies to rent properties with the facilities needed to host a meeting, conference, convention, or training session for state employees. When this occurs and upon written approval by the Director, DAHP may increase the lodging reimbursements up to 175% of the applicable maximum allowable lodging rates contained in Subsections **10.90.10** and **10.90.20** (SAAM 10.30.25, 10.90.10, 10.90.20).

10.30 Lodging <http://www.ofm.wa.gov/policy/10.30.htm>

10.90 Travel Reimbursement Rates <http://www.ofm.wa.gov/policy/10.90.htm>

### When May Coffee and Light Refreshments be Served?

This authority is not intended for use with the normal daily business of employees or officials. The following conditions must exist:

- The purpose of the meeting, conference, recognition event, or training session is to conduct official state business or to provide formal training that benefits the state.
- The coffee and/or light refreshments are served immediately before, during, or after the meeting, conference, recognition event, or formal training session.
- Approval is obtained before the meeting, conference, recognition event, or training session is held. (See Meeting Request Authorization form).
- A receipt for actual costs of the coffee and/or light refreshments must be obtained.
- For documentation purposes, a list or sign-in sheet of all attendees shall be submitted for reimbursement of expenses related to the function (see Sign-In Sheet Template form).

Use of public funds for payment for non-alcoholic and/or light refreshments will not be allowed for routine functions such as staff meetings or management meetings unless a special circumstance exists.

### Expenses for coffee, light refreshments and meals are prohibited

Expenditure of public funds for coffee and/or light refreshments is prohibited under the following circumstances:

- anniversaries of agencies,
- individual employment anniversaries,
- receptions for new, existing, and/or retiring employees or officials, and
- election celebrations
- Any hosting activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather

## Coffee and/or Light Refreshments and Meals

than governmental business event, and include expenditures for meals that are not legally authorized to reimburse.

### Meals with DAHP-sponsored Meetings

- Prior approval is needed to provide meals with meetings or to hold the meeting off-site. The Director may authorize reimbursement for the cost of business meals for DAHP staff attending off-site meetings away from the regular work place if it is advantageous to the state, without regard to travel status or the three-hour threshold, under the following conditions (SAAM 70.15.10, RCW 43.03.050(3)).
- DAHP will not pay for any meals for non-DAHP employees, other state employees, or state officials, with the exception of the members of the Advisory Council for Historic Preservation (ACHP) for a DAHP-sponsored meeting.
- Meal charges may be billed to DAHP by the vendor providing the meal. An invoice for the meals, along with the meeting agenda and a list of those who were provided a meal will be submitted to the Executive Assistant for processing.

### Meals sponsored by another-state organization or non-state organization

DAHP will pay for the meal of its employees attending a meeting, conference, or a formal training session regardless of the travel status when:

- The purpose of the meeting is to conduct official state business, to provide training to state employees or state officials, or to recognize agency or employee accomplishments.
- The cost of the meal is not included in the registration.
- The meal is an integral part of the meeting, conference, training session, or recognition event.
- Does not exceed the allowable meal rate established for the location of the event
- The employee is required to attend the event.

The employee will complete the Travel Reimbursement form for meals.

### Procedure

Complete the Meeting Request Authorization form for the Director/Deputy Director's approval and for payment/reimbursement before the scheduled event.

The Director/Deputy Director will approve in advance the serving of non-alcoholic beverages and/or light refreshments/ meals at DAHP sponsored meetings, conferences, or formal training sessions.



## Meeting Request Authorization

**Prior authorization for meeting/training expenses must be given.** This form is to be completed and signed by the requesting staff member and authorized by the Director **before** the event.

Purpose of Meeting/Training		Estimated cost of meeting:	
<input type="checkbox"/> Meeting <input type="checkbox"/> Conference <input checked="" type="checkbox"/> Workshop/Training <input type="checkbox"/> Other Please specify "Other":		Actual Cost	
Place of Meeting		Date(s) of Meeting:	
<b>Facilities and Meal/Refreshments</b>			
Beverages      Please check applicable items.			
Coffee	Tea	Juice	<input type="checkbox"/> Soda Pop      Other (please specify) Fruit, Bagels Cheese, crackers, fruit, hot fudge – See Attached
Refreshments      Please check applicable items.			
<input type="checkbox"/> Muffins	<input type="checkbox"/> Pastries	<input type="checkbox"/> Cookies	<input type="checkbox"/> Fruit/vegetables
Will meals be provided?    Yes <input checked="" type="checkbox"/> No			
	Number	Dates	
Breakfast			
Lunch			
Dinner			
		Estimated Cost	Amount Paid
Name of Caterer or Company providing Meals		N/A	
Equipment Rental			
Meeting Room Rental (must meet ADA requirements)			
Coffee/Light Refreshments		0	
Participants	See attached list		
Participants will be claiming (check all that apply):		<input type="checkbox"/> Travel	<input type="checkbox"/> Per Diem (Meals)
Name	Organization/Agency	Mode of Transportation (AIR, PV, RC, etc.)	
See Attached List			

For additional names continue on the back of this form. **Actual meeting list must be submitted with billing.**

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_