Coffee and/or Light Refreshments and Meals

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.
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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).


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
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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 workplace 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

☐ Meeting  ☐ Conference  ☑ Workshop/Training  ☐ Other

Please specify “Other”:

Place of Meeting

Estimated cost of meeting:

Actual Cost

Date(s) of Meeting:

Facilities and Meal/Refreshments

Beverages  Please check applicable items.
Coffee  Tea  Juice  ☐ Soda Pop  Other (please specify) Fruit, Bagels
Cheese, crackers, fruit, hot fudge – See Attached

Refreshments  Please check applicable items.
☐ Muffins  ☐ Pastries  ☐ Cookies  ☐ Fruit/vegetables

Will meals be provided?  Yes  ☑ 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):
☐ Travel  ☐ 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