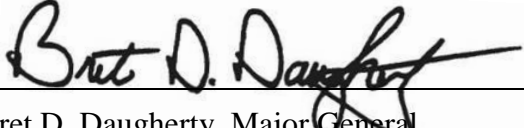




Department Policy No. FIN-109-13

Title:	Coffee and Light Refreshments and Meals with Meetings
Former Number:	02-002-02
Authorizing Source:	RCW 43.03, RCW 43.88.160
References	State Administrative & Accounting Manual (SAAM), including but not limited to Chapter 10 – Travel and Chapter 70 - Other Administrative Regulations, (http://www.ofm.wa.gov/policy/10.htm) http://www.ofm.wa.gov/policy/70.htm Policy No. HR-207-03 Ethics Fair Labor Standards Act (FLSA) WMD Form 1008-13
Information Contact:	Deputy Finance Director Building #1 (253) 512-7596
Effective Date:	April 1, 2013
Mandatory Review Date:	July 7, 2021
Revised:	July 7, 2017
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The purpose of this policy is to provide guidelines to Washington Military Department (WMD) state employees for requesting authorization to purchase, request payment and/or reimbursement of meals with meetings or coffee and light refreshments related to work meetings.

Scope

This policy applies to all state employees of the WMD who are authorized by the Adjutant General or Division Directors to perform official state business related to their prescribed duties. This policy does not apply to federal personnel to include Active Guard Reserves (AGRs), traditional guard members in a federal military status, or military technicians.

Policy

Authority

- a. The WMD will follow the State Administrative and Accounting Manual (SAAM) rules and regulations regarding providing meals with meetings and/or light refreshments with meetings and other related expenses as issued and revised by the Office of Financial Management (OFM).
- b. Where SAAM requires the WMD to have its own policies and procedures on a specific section, that policy and procedure is hereby adopted and incorporated as part of the WMD policy as listed below.
- c. WMD employees are to comply with all OFM and departmental regulations.
- d. If it is determined that the WMD policy conflicts with the SAAM, the SAAM prevails.
- e. Employees are expected to exercise prudent judgment in incurring expenses while on official state business. Excessive or unnecessary expenses shall not be approved or reimbursed.

Prior Authorization for Purchases of Light Refreshments and/or Meals:

- a. All purchases must be approved by the Chief Financial Officer (CFO) on WMD Form 1008-13 (Approval for Refreshments and Meals with Meetings).

Meals with Meetings (SAAM 70.15)

- a. The WMD will follow the rules in SAAM 70.15.10 regarding meals with meetings, conferences, and training sessions.
- b. CFO's signature or higher approval for the serving of meals with meetings **must** be provided prior to the event. (SAAM 70.15.10b)
- c. The meeting or formal training session could be held in a conference or meeting room in the employee's official station (WMD Form 1008-13).
- d. Completion of the WMD Form 1008-13 is the required document for approval and for payment of coffee and light refreshments.
- e. Employees may be reimbursed for meals at meetings or formal training sessions ONLY when the meals are an integral part of the meeting or training session, without regard to travel status, or because it meets the "Three-Hour Rule."
- f. Employees attending conferences, meetings, or training where the registration for the event includes a full meal(s), employees will NOT be reimbursed for a meal period for any meal provided (SAAM 10.40.20 and 10.40.40.b).
- g. SAAM 70.15.20 lists rules when meals with meetings are prohibited.

Coffee and Light Refreshments at Meetings (SAAM 70.10)

- a. The WMD will follow the rules in SAAM 70.10.20 regarding coffee and light refreshments with meetings, conferences, and training sessions.
- b. CFO's signature or higher approval for the serving of coffee and/or light refreshments **must** be provided prior to the event. (SAAM 70.10.20b)
- c. The meeting or formal training session could be held in a conference or meeting room in the employee's official station (WMD Form 1008-13).
- d. Completion of the WMD Form 1008-13 is the required document for approval and for payment of coffee and light refreshments.
- e. It is recommended that the cost for light refreshments be limited to half of the Schedule A – non-high cost breakfast rate per person. If the cost per person is close or equal to a meal cost, then Meals with Meetings above may apply.
- f. SAAM 70.10.30 lists rules when coffee and light refreshments are prohibited.

Payment

- a. The method for processing expenses is the Voucher Distribution (A19-2A). All supporting documentation as noted on WMD Form 1008-13, will be attached with the voucher.
- b. Payment of expenses made by the State Finance Office will be made no later than 10 working days following receipt of a properly completed voucher.
- c. Expenses from different state or federal fiscal years must be submitted on separate vouchers.

Forms

All forms referred to in this policy are state or departmental forms. The forms can be found on the WMD (state) web page. The complete identification of forms used or referred to is listed below:

- a. State forms:
 - (1) Form A19-1A Invoice Voucher
 - (2) Form A19-2A Voucher Distribution
- b. WMD forms:
 - (1) WMD Form 1008-13, Approval for Coffee & Light Refreshments