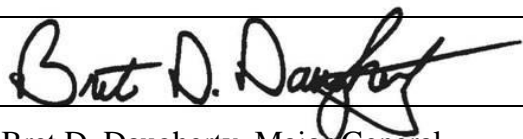




Department Policy No. FIN-109-13

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) 70.10 (Coffee and Light Refreshments) SAAM 70.15 (Meals with Meetings) Executive Order 16-06 (Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities) WMD Policy HR-207-03 (Ethics)
Information Contact:	Chief Financial Officer Building #1 (253) 512-7498
Effective Date:	April 1, 2013
Mandatory Review Date:	July 28, 2027
Revised:	July 28, 2023
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, including the Washington State Guard and National Guard while in State Active Duty status. It also applies to any meals or refreshments to be paid for via state funding, including federally reimbursed state funding. It does not apply to federally funded meals and refreshments for events hosted by federal personnel to include Active Guard Reserves (AGRs), traditional guard members in a federal military status, or military technicians.

Policy

- 1) The WMD will follow the State Administrative and Accounting Manual (SAAM) rules and regulations regarding providing meals with meetings and/or coffee and light refreshments. 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. If it is determined that the WMD policy conflicts with the SAAM, the SAAM prevails.
- 2) Employees shall exercise prudent judgement when requesting approval to offer meals or coffee and light refreshments. Excessive, unnecessary, or otherwise unauthorized expenses will not be approved or reimbursed.
- 3) When meals or coffee and light refreshments are to be served, the WMD must incorporate healthy food and beverage options.
- 4) All requests to provide meals or coffee and light refreshments must be approved by the Chief Financial Officer (CFO) prior to the event.
- 5) Coffee and/or light refreshments may be served with meetings only under the following circumstances, in accordance with SAAM 70.10:
 - a) The purpose of the meeting is to conduct state business or to provide formal training that benefits the state; and
 - b) The coffee or light refreshment is an integral part of the meeting or training session; and
 - c) The agency obtains a receipt for the actual cost of the coffee and/or light refreshments.
- 6) Meals may be served and/or reimbursed with meetings only under the following circumstances, in accordance with SAAM 70.15:
 - a) The purpose of the meeting is to conduct official state business or to provide training to state employees or state officials; and
 - b) The meals are an integral part of the business meeting or training session, and
 - c) The meeting or training session takes place away from the employee's or official's regular workplace, and
 - d) The agency obtains a receipt for the actual cost of the meals with meetings.
- 7) In accordance with SAAM 70.10 and SAAM 70.15, meals or coffee and light refreshments may not be provided under the following circumstances.
 - a) For anniversaries of agencies, receptions for new, existing, and/or retiring employees, elections celebrations, etc.

- b) Any “hosting” activities, including those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom agencies are not legally authorized to reimburse.
- 8) It is recommended that the cost for coffee and light refreshments be limited to half of the Schedule A – Non-high-cost breakfast rate per person. If the cost per person is close to or equal to a full meal cost, then the Meals with Meetings restrictions in Paragraph 6 apply. Meal rates are established by the Office of Financial Management (OFM), which follows the US General Services Administration (GSA) rates. Rates are available at <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>.
- 9) All meals and/or light refreshments to be served with meetings must be pre-approved by the CFO on WMD Form 1008-13 (Approval for Refreshments and Meals with Meetings), as required by SAAM 70.10.40.

Reference: WMD Form 1008-13, Approval for Coffee & Light Refreshments



STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, Washington 98430-5000

WMD Form 1008-13
Approval for Coffee and Light Refreshments or Meals with Meetings

Coffee/Light Refreshments or Meals with Meetings **must** be approved by the Chief Financial Officer (CFO) prior to the meeting. Healthy food and beverage options must be provided.

Event title:

Date of meeting:

Location:

Number of attendees/organization:

**Meal/refreshment
request description:**

[Per diem rate of proposed meal](#)

(50% breakfast rate for refreshments):

Estimated total cost:

Charge code/master index:

When submitting this request for approval please attach:

- Meeting agenda, including start/end times
- List of attendees or roster

Requester's Signature/Date: _____

Chief Financial Officer's Signature/Date: _____

When submitting to State Finance for payment, include:

- This form, completed and signed by the CFO
- List of attendees or roster
- Receipts
- Completed and signed Voucher Distribution (Form A19-2A) or purchase card reconciliation document