⇒ Coffee & Light Refreshments
⇒ Meeting with Meals

Includes food, taxes, gratuity, set up, delivery, etc. and can NOT exceed the allowable per diem rate for the location.

There are very complex state regulations when it comes to the purchase of food on campus. Here are the basics that MUST be followed for reimbursement:

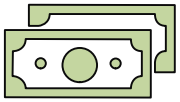
Coffee & Light Refreshments (5030016)

Cost may NOT exceed half (50%) of the per diem for the location in which the light refreshments are served

7:00am – 10:59am	½ Breakfast Per Diem
11:00am – 4:59pm	½ Lunch Per Diem
5:00pm – 9:00pm	½ Dinner Per Diem

Event/meeting/training is taking place on campus

Purpose of event/meeting/training is to promote goodwill or obtain participation and/or collection of information



Meeting with Meals (5030017)

Cost may NOT exceed the applicable per diem, including tax/ qratuity, for the location in which the meal is served

Event/meeting/training is taking place on campus

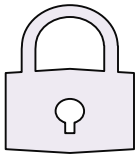
Is an integral part of the event/meeting/training

NOT ALLOWED (SAAM 70.15.20 & 70.10.30)

For anniversaries of agencies, receptions for new, existing, and/or retiring employees

Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended to be a social rather than a governmental business event

Not intented for use with normal daily business



ALLOWED and REQUIRED (SAAM 70.15.10, 70.10.20, 70.10.40 & 70.15.30)

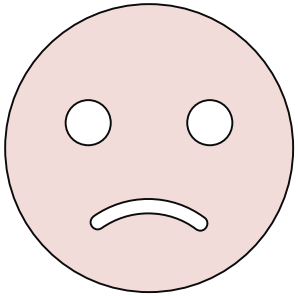
The purpose of the event/meeting/training is to conduct official state business or to provide training for state employees and is an integral part of the event/meeting/ training session

Approval MUST be obtained prior to the event

Itemized receipts for the actual cost MUST be acquired (alcohol will not be reimbursed)

Include name and purpose of meeting (agenda), along with people attending the event/meeting/training

⇒ Coffee & Light Refreshments
⇒ Meeting with Meals



NEVER ALLOWED
for reimbursement

Rotary meetings
Recognition awards
Any intradistrict meeting: Cabinet, committe or staff meetings

ALL FUND SOURCES can be eligible for use if all rules listed are followed.
(Please consult your Business Office prior to event/meeting/training)

FOUNDATION FUNDS

Prior to expenditure of foundation funds for food, light refreshement or meals, the Foundation must determine if the expenditure is allowed under their rules (direct reimbursement from Foundation - never touching Seattle accounts).

STUDENT ACTIVITY FUNDS (F522)

Generally speaking, refreshments may be served as incidentals of approved student programs such as graduation ceremonies, scholarship convocations, student activity or club meetings, student awards, student work sessions, etc.

GRANT FUNDS (F145)

Prior to expenditure of grant funds for food, light refreshment or meals, the Grants Team MUST determine if the expenditure is allowable under the grant rules.

SEATTLE COMMUNITY COLLEGE DISTRICT

PROCEDURE for POLICY NUMBER: 632

TITLE: MEALS AND LIGHT REFRESHMENTS

Section I: Meals at Meeting or Training Session [SAM 70.15]
Section II: Coffee/Light Refreshments [SAM 70.10]
Section III: Recognition Awards [SAM 70.10.20b]

Expenditures charged to college funds are **not** permitted for meals and/or light refreshments in the following situations:

- For anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations, etc. [SAM **70.15.20** & **70.10.30**].

- 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 than governmental business event, and include expenditures for meals for those whom agencies are not legally authorized to reimburse [SAM **70.15.20** & **70.10.30**].

- Rotary meetings.

- Intradistrict meetings such as:

  - Chancellor's cabinet
  - President's cabinet
  - Committee meetings
  - Staff meetings, etc.

Requests for approval for reimbursement for meals and/or light refreshments will be submitted five (5) business days in advance of the event [**SAM 70.15.30**].

"Coffee" includes all non-alcoholic beverages excluding protein and meal substitute drinks. Designees need to have written authority from the district Chancellor or college president.

I. Meals at Meeting or Training Session [SAM 70.15]

The cost of meals at meetings or formal training sessions may be reimbursed if held away from the employee's campus, regardless of travel status, and without regard to the "three hour threshold" rule, provided:

- The purpose of the meeting is to conduct **official state business** or to provide training to state employees or state officials; **and**

- The meals are an integral part of the business meeting or training session, **and**

- The meeting or training session takes place away from the employee's or official's **regular workplace**, **and**

- The SCCD Chancellor, campus president, or authorized designee approves payment for the meals **in advance** of the meeting by defining in the District's internal policies and procedures (**Subsection 10.10.10**) those meetings where attendance by District employee(s), official(s) or others, and reimbursement for the meals regardless of travel status, is advantageous to the state; and

- Reimbursement does not exceed the state's meal reimbursement rate. The reimbursement rate includes gratuity, service fee, and delivery/set up charge.

Procedure – Meals at Meeting/Training

A. If the employee pays for the meal.

Although the employee is not in travel status, the district's travel rules apply, and the travel pre-approval form--Travel Requisition (TR)--and the travel reimbursement form--Travel Expense Voucher (TEV)--are used. Each employee will be reimbursed for the cost of one meal only. The meal reimbursement is taxable income and will be recorded as compensation.

1. Submit the approved TR to your business office at least five (5) business days prior to the meeting or training session. Each person must submit a separate TR.

2. The pre-approval form (TR) will be retained in the campus or district business office, pending receipt of the TEV.

3. Once the meeting or training session has occurred, please forward an approved TEV to your campus or district business office for processing. Each person requesting reimbursement must submit a separate TEV.

B. If a campus food service operation provides the meal on any district- managed property.

For eligible meetings for which meals and light refreshments are permitted per the district approved policy, please follow the procedures. **In NO circumstance will a department credit card be used to pay for campus food services.**

1. Obtain prior approval using the Coffee/Light Refreshment/Advisory Committee form below. Requests must include the name of the organization, the purpose of the meeting, the anticipated number of attendees identifying employees, and the estimated cost. [**SAM 70.10.40**]

Note: The estimated cost of the meal includes food, taxes, gratuity, set up, delivery, etc. and can **not** exceed the allowable per-meal-reimbursement rate per person attending (see chart below). If there is a chance that fewer people will attend than meals ordered, then the cost per person must be lower than the maximum allowed to allow for "no shows."

2. The following maximum rates will be used per person based on the time of the event.

7:00 am – 10:59 am	Breakfast Per Diem
11:00 am – 4:59 pm	Lunch Per Diem
5:00 pm – 9:00 pm	Dinner Per Diem

3. Forward the original request to the campus/district business office depending on the budget charged. A business office-approved copy will be returned to the requestor.

4. An approved copy of the request will be provided to campus food service operations by the requester.

5. Food Services will provide a receipt for their services.

6. Food Services will process Interdepartmental Charge/Credit (IDC) with supporting request and receipt. Please use Object Code GD.

7. A list of attendees will be submitted to the campus or district business office with the IDC for processing.

II. Coffee/Light Refreshments [SAM 70.10]

The district Chancellor, campus President, or authorized designee may authorize the serving of coffee or light refreshments at campus/district-sponsored meetings or formal training sessions provided:

- The meeting is **not** in conjunction with the normal daily business of employees or officials, but rather a special situation or occasion, as determined by the SCCD Chancellor, College President or authorized designee; **AND**

- The written approval of the Chancellor, college President or designee is provided to the person responsible for the meeting or training session **in advance** of the event; **AND**

- The purpose of the meeting is to conduct college/state business or to provide formal training that benefits the college/state; **AND**

- The meeting or training session takes place **away from** the employee's or official's **regular workplace** excluding meeting and conference rooms. [SAM 70.10.20b]

- The coffee or light refreshments is an integral part of the meeting or formal training session; **AND**

- The college obtains a receipt for the actual costs of the coffee and/or light refreshments; **AND**

- Reimbursement for coffee or light refreshments at intradistrict meetings is not allowed per Board policy. Such meetings include but **are not limited** to the following:

    - Chancellor's Cabinet
    - President's Cabinet
    - Committee Meetings
    - Staff Meetings, Etc.

Procedure – Coffee/Light Refreshments

A. If the coffee and/or light refreshments are provided from campus food service operations:

1. Obtain prior approval using the Coffee/Light Refreshment form below. Requests must include the name of the organization, the purpose of the meeting, the anticipated number of attendees, and the estimated cost. [SAM 70.10.40]

*Note: The estimated cost of the coffee/refreshments includes food, taxes, gratuity, set up, delivery, etc. and can **not** exceed the allowable per-meal-reimbursement rate per person attending (see chart below). If there is a chance that fewer people will attend than meals ordered, then the cost per person must be lower than the maximum allowed to allow for "no shows."*

2. The following maximum rates will be used per person based on the time of the event.

7:00 am – 10:59 am	½ Breakfast Per Diem
11:00 am – 4:59 pm	½ Lunch Per Diem
5:00 pm – 9:00 pm	½ Dinner Per Diem

3. Forward the original request to the campus/district business office. A business office-approved copy will be returned to the requestor.

4. An approved copy of the request will be provided to campus food service operations by requester.

5. Food Services will provide requested coffee/refreshments and provide a receipt for services.

6. Food Services will process Interdepartmental Charge/Credit (IDC) with supporting request and receipt. Please use Object Code GD.

7. A list of attendees will be returned to campus or district business office with the IDC for processing.

B. If the coffee and/or light refreshments are provided from an external business:

1. Obtain prior approval using the Coffee/Light Refreshment form below. Requests must include the names of the organization, the purpose of the meeting, the anticipated number of attendees, and the estimated cost. [**SAM 70.10.40**]

*Note: The estimated cost of the coffee/refreshments includes food, taxes, gratuity, set up, delivery, etc. and can **not** exceed the state's per-meal-reimbursement rate per person attending. If there is a chance that fewer people will attend than meals ordered, then the cost per person must be lower than the maximum allowed to allow for "no shows."*

1. The following maximum rates will be used per person based on the time of the event.

7:00 am – 10:59 am	½ Breakfast Per Diem
11:00 am – 4:59 pm	½ Lunch Per Diem
5:00 pm – 9:00 pm	½ Dinner Per Diem

3. Forward the original request to the campus/district business office depending on the budget charged. A business office-approved copy with be returned to the requestor.

4. The requester will purchase the approved refreshments using the department credit card or their own funds.

5. Reimbursement/payment will occur as follows:

   a. If using the department credit card:

   - Follow the campus/district office internal procedures for credit card use when the purchase is made.
   - Attach the original receipts and a list of the persons attending (preferably a sign-up sheet with original signatures) with the receipts.
   - Submit an IDC (if other departments are being charged) to the campus/district business office with the original receipts and list of attendees.
   - If the department, assigned to the credit card, will carry the expenditures, keep the original receipt and a list of attendees with the credit card reconciliation documentation. Forward copies to the campus/district business office to close out the refreshment request.

- Forward the business office approved IDC to the district accounting office for processing.

b. If using the requesters own funds:

- Use an invoice voucher to request reimbursement. Code expenditure to Sub Object GD.
- Attach the original receipt and a list of the attendees and submit to the campus/district business office.
- After approval by the campus/district business office, pleases submit the Invoice Voucher to the district accounting office for payment.

Section III: Recognition Awards [SAM 70.10.20b]

Expenditures for meals, coffee, and/or light refreshments for anniversaries of agencies; individual employment anniversaries; receptions for new, existing, and/or retiring employees or officials; election celebrations, etc., are **prohibited** under these regulations.

However, agencies may make expenditures for coffee and/or light refreshments as part of a recognition award under the provisions of RCW 41.60.150. The total amount expended for the recognition award, including the coffee and/or light refreshments, is limited to the monetary level contained in RCW 41.60.150 (may not exceed $100 per award). Such expenditures for recognition awards are to be accounted for under object code "EG" (Employee professional Development and Training).

Procedures – Recognition Awards

Please follow current district procedures, depending on the type of event arranged.

If your campus has chosen to add additional requirements to the district procedure, they must comply with the Board approved policy and the state of Washington requirements.

Policy 632
Adopted: 12/4/98
Amended: 5/5/98
Amended: September 10, 2009

Procedure
Adopted: December 14, 1990
Amended: October 2006

Seattle Community College District VI
Request for Coffee/Light Refreshments &Advisory Committee Meals

Name of event:		Budget Number Account: Fund: Class: Dept:
Name of person making the request:	Department:	Phone number:
Purpose of meeting or type of training:		

APPROVED FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE NO LATER THAN **5 DAYS** PRIOR TO THE EVENT

Date of event:	Time:	Location:
Who will attend (Employees, Community, Board Members):		Number attending:
Type of refreshments to be served:		Anticipated cost:

Food provided by:
- ☐ Campus Food Service
- ☐ Purchase from outside vendor
  (Invoice Voucher to be submitted to the Business Office for reimbursement)

Rationale for the Request:

ATTACHED:
- ☐ Agenda
- ☐ Preliminary Sign-up List
  (Final Sign-up List to be provided to the Business Office following the event)

_____ _____

Signature of Authorized Department Rep Date Signature of Authorized Designee Date

_____

Signature of Business Office Date

Upon completion of this event, a report of the meeting, sign-up list, or minutes of the meeting/training session must be retained by your department and submitted to your campus Business Office or District Budget Office with Request for Reimbursement form (TEV or IV) or Interdepartmental Charge.

IMPORTANT!! The total amount spent for all charges including food, taxes, gratuity, deliver, and set up can not exceed the travel meal allowance rate per person attending.