

The following form can be filled out **Online**, printed for signatures, then mailed or faxed.

**To fill out forms in Acrobat Reader:**

- Select the “hand” tool.
- Click on a line or in a box and begin typing.
- Check boxes can be clicked on or off.
- To move from one editable area to the next, use the tab key.
- If you prefer, the “Highlight Fields” option can be selected to show the editable areas on the form, and the zoom tool in the browser can be used to enlarge the form view.
- When printing the form, start with page 2 of this PDF document.
- For best results, we recommend the latest version of Acrobat Reader.



# Community Colleges of Spokane MEAL APPROVAL REQUEST

Use this form to request prior approval of and payment for meals if you are a CCS employee not on travel status.<sup>1</sup>  
 Payment of meals by CCS is only allowed if the meal is an integral part of an official college business meeting or formal training session conducted away from the regular work place. Expenses for alcoholic beverages are not allowable, nor are meals during scheduled breaks. Maximum meal rates including tax and gratuity are: Breakfast/\$15; Lunch/\$18; Dinner/\$28. Costs of meals that exceed these amounts are neither payable nor reimbursable by CCS.

## INSTRUCTIONS

- BEFORE THE EVENT**, complete Part I of this form, attach a list of all people invited or expected to attend the meeting/training, and obtain prior approval.
  - ✓ If using the p-card for outside catering or retail store, fax this completed form with attachments to Purchasing, x5340. Purchasing will contact you to authorize the expenditure.
  - ✓ If using a purchase order for outside catering or retail store, submit a purchase requisition and this form with attachments to Purchasing, MS 1007. A purchase order will be prepared and returned to you.
  - ✓ If using a purchase order for internal catering (Sodexho), prepare a purchase requisition and submit final documents after the event to Purchasing MS 1007.
- AFTER THE EVENT**, complete Part II of this form and submit for payment as follows:
  - ✓ *P-Card*: Record the actual cost of the food service. Approve expenditures on PaymentNet. Attach this completed form with attachments to the monthly p-card statement.
  - ✓ *Purchase Order – Outside Catering*: Record the actual cost of the food service. Provide approval to pay, attach receipts and submit this completed form with attachments to Purchasing, MS 1007.
  - ✓ *Purchase Order – Internal Catering (Sodexho)*: Record the actual cost of the food service. Provide approval to pay, submit the purchase requisition, invoice from Sodexho, and this form with attachments to Purchasing, MS 1007.
  - ✓ *Reimbursement*: Record the actual cost of the food service. Attach the meal receipt and vicinity travel form. Provide approval to pay and submit all documents to the Travel Department, MS 1006.

## PART I – BEFORE THE EVENT

Requestor \_\_\_\_\_ SID \_\_\_\_\_ Phone \_\_\_\_\_ MS \_\_\_\_\_

Home address \_\_\_\_\_  
*(home address is needed for reimbursement requests only)*

### MEETING/TRAINING

Meeting date \_\_\_\_\_ Meeting location \_\_\_\_\_

Meal time \_\_\_\_\_ Meeting purpose \_\_\_\_\_  
*(attach agenda or program)*

Number of attendees \_\_\_\_\_ **Attach a list of all people invited or expected to attend the meeting/training including CCS employees, students and guests.**

Vendor to provide meal service \_\_\_\_\_

Estimated meal cost \_\_\_\_\_ Budget number \_\_\_\_\_ Purchase requisition number \_\_\_\_\_

### PRIOR AUTHORIZATION

I approve the meal request described above.

Signature \_\_\_\_\_ Date approved \_\_\_\_\_  
*Chancellor/College President, IEL CEO, District Chief Officer*

## PART II – AFTER THE EVENT

Actual cost of food service \$ \_\_\_\_\_

Signature of requestor \_\_\_\_\_ Date \_\_\_\_\_

### ACCOUNTING DEPARTMENT ONLY

ORDER NO.	TRNS. CD.	R V R S	APPR. INDX.	PRG. INDX.	ORG. INDX.	SUB. OBJ.	S.S. OBJ.	SRC. REV.	SUB. SRC.	REIM	SUBSID. ACCOUNT	AMOUNT	PCT. INDX.
APPROVED FOR PAYMENT BY					PREPARED BY			DATE	CHECK DATE	INVOICE NO.			

<sup>1</sup> This procedure does not address payment of meals while on travel status.

# CCS POLICIES & PROCEDURES

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*Excerpted from the Travel Handbook*

## CONVENTIONS, CONFERENCES, MEETINGS, FORMAL TRAINING SESSIONS

### MEALS AT MEETINGS

Community Colleges of Spokane, with properly authorized prior approval, may pay for the cost of meals at meetings or formal training sessions when the meetings or formal training sessions are away from the employee's or official's regular work place regardless of travel status and without regard to the three hour threshold rule, subject to the following conditions:

1. The purpose of the meeting is to conduct official state business or to provide formal training to state employees or state officials; and
2. The meals are an integral part of the meeting or training session; and
3. The Chancellor, College President, IEL Chief Executive Officer or District Chief Officer provides written approval, in advance of the meeting or formal training session, for the expenditure of funds for meals where attendance by an agency employee is advantageous to the state.
4. The meal cost may include a customary gratuity. The combined total of the meal cost and customary gratuity is limited to the applicable meal per diem limits. Expenses for alcoholic beverages are not allowable, nor are meals during scheduled breaks.
5. Any hosting activity is prohibited.
6. The **Meal Approval Request** form must be used and properly authorized.

### EVENTS FOR INDIVIDUAL EMPLOYEES

Expenditures for meals, coffee and/or light refreshments for individual employment anniversaries, receptions for new, existing and/or retiring employees or officials, election celebrations, etc. are prohibited under these regulations. However, expenditures for coffee and/or light refreshments as part of a recognition award may be made as discussed above. 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 which is currently \$200 per award. Such expenditures for recognition awards are to be accounted for under object code "EG" (Employee Professional Development and Training).