

## CCS Administrative Procedure

### 5.30.01-L Coffee and/or Light Refreshments / Meals at Meetings

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#### Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

#### 1.0 Purpose

With properly authorized prior approval, coffee and/or light refreshments may be served at official college sponsored meetings or formal training sessions. With properly authorized prior approval, employees may be reimbursed for the cost of meals at meetings or formal training sessions when the meetings or formal training sessions are away from the employee's regular work place, regardless of travel status and without regard to the three-hour threshold rule.

This is intended for special situations only, such as meetings with guests and is not intended for normal business meetings.

#### 2.0 Limitations and Requirements

- 2.1 The purpose of the meeting is to conduct official state business or to provide formal training to state employees or state officials; and
- 2.2 The meals or coffee/light refreshments are an integral part of the meeting or training session; and
- 2.3 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 or coffee/light refreshments.
- 2.4 Expenses for alcoholic beverages are not allowable.
- 2.5 Any hosting activity is prohibited.

#### 3.0 Coffee and Light Refreshments

- 3.1 For state purposes, coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. A light refreshment is an edible item that may be served between meals; such as, doughnuts, sweet rolls, pieces of fruit, or cheese.
- 3.2 The *Approval to Serve Coffee and/or Light Refreshments* form must be completed and properly authorized in advance.
- 3.3 The documentation authorizing the expense must indicate the purpose of the meeting, the names of persons attending, and the total cost of refreshments served.
- 3.4 Receipts must accompany all requests for payment for coffee and/or light refreshments and will be charged to object "GD," other travel expenses.

#### 4.0 Meals at Meetings

- 4.1 The *Meal Approval Request* form must be completed and properly authorized in advance.
- 4.2 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.
- 4.3 Meals during scheduled breaks are not allowable.

**5.0 Events for Individual Employees**

- 5.1 Expenditures for meals, coffee, and/or light refreshments for individual employment anniversaries, receptions for new, existing and/or retiring employees or officials are prohibited under OFM, SAAM Subsection 70.10.30.
- 5.2 Expenditures for coffee and/or light refreshments as part of a recognition reward may be made as discussed in section 3.0, above.
- 5.3 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.
- 5.4 Expenditures for recognition awards are to be accounted for under object code "EG" (Employee Professional Development and Training).

**6.0 Related Information**

- 6.1 OFM State Administration and Accounting Manual (SAAM), [Section 70.10](#), Coffee and Light Refreshments.
- 6.2 [RCW 43.03.050](#), Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees.
- 6.3 [RCW 41.50.150](#), Recognition awards.