



UNIVERSITY OF WASHINGTON

# FOOD AND BEVERAGES FOR MEETING, TRAINING SESSIONS AND RECOGNITION AWARDS CEREMONIES

FINANCIAL SERVICES

**Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, or formal recognition event. Please use object code 03-75 on payment documents. This form should be completed and approved prior to the event. For additional guidance, please refer to the Policy for the Purchase of Meals and/or Light Refreshments issued by the Executive Vice President on May 1, 2000.**

Event Date	Event Title
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**Purpose of Event**

Meeting (Official UW business will be conducted; meals/light refreshments are integral to the event.)

Training (Official UW business will be conducted; meals/light refreshments are integral to the event.)

Recognition (Light refreshments are integral to recognition of UW employees/students.)

Sponsoring Department	Budget Number
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Department Contact Name	Contact's Phone Number (      )
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Total Number of Invitees \_\_\_\_\_

(Maintain a list of attendees or invitees in department.)

### CHECK LIST

Meals will be served.\*

Breakfast  
 Lunch  
 Dinner

\*The cost per meal may not exceed the applicable per diem, including tax and gratuity, for the location in which the meal is served.

Light refreshment will be served.

Estimated cost of refreshments \$ \_\_\_\_\_

Event will be recurring.\*\*

Name of Meeting/Training Coordinator. PLEASE PRINT.	Signature of Coordinator	Date
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\*\* Approved form may be copied for future recurring events.

### APPROVAL

Name of Approving Official. PLEASE PRINT.	Signature of Approving Official	Date
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# Policy and Procedure for the Purchase of Meals and or Light Refreshments for Meetings, Training Sessions and Recognition Awards and Events

Revised January 2005

The Washington State Office of Financial Management permits University funds to be used to purchase meals and light refreshments for employees, students and official guests who are attending meetings or formal training sessions and to purchase light refreshments served in conjunction with recognition award presentation ceremonies. Deans and Vice Presidents are delegated authority (further delegation is limited only to Directors and Chairpersons and must be made in writing) to approve such expenditures for their respective organizations in accordance with this policy and procedure. This policy expands to types of budgets which may be used for food purchases related to meetings, training sessions and recognition of employees and students. The policy does not replace authorizations for budgets on current food lists.

## Applicability

The policy described in this document apply to meals and light refreshments purchased from University funds (e.g., state, grant or contract \*, non-discretionary gifts, self-sustaining, Services and Activities Fee income) for specific situations not generally covered by the existing food and beverage policy for authorizing budgets to incur food and beverage expenses. This policy will complement, but not entirely replace, the existing policy.

In addition to training, recognition events, and other special meetings, the cost of meals is now allowable on federal grants when the primary purpose of a meeting is the dissemination of technical information. See *Conditions for Meetings or Training* for details.

\* *Grant, contract, or other sponsored project funds may not be used if the sponsor regulations or specific agreement guidelines prohibit the purchase of food for the purposes covered by this policy.*

## Policy

Departments are authorized to purchase meals and light refreshments served to employees, and official guests (includes students and other non-employees integral to the purpose of the event) in conjunction with meetings, formal training sessions and employee and/or student recognition events in accordance with the conditions specified in this document. Student government/organizations are authorized to purchase, using Services and Activities Fee income approved by the applicable student governing organization, meals and light refreshments served to students and official guests (includes non-students integral to the purpose of the event) in conjunction with meetings, formal training sessions (not associated with instructional activities) and recognition events in accordance with the conditions specified in this document.

Conditions for Meetings or Training—All of the following conditions must be met:

- The meal or light refreshments must be an integral part (e.g., a lunch speaker; obtaining meals away from the meeting location is disruptive to event continuity, etc.) of an official University meeting or formal training session, and
- Attendance by the individuals(s) is advantageous to the UW, and,

- The purpose of the event must be to conduct official UW business (including but not limited to the dissemination of technical information) or to provide formal training to UW employees or non-instructional training to students, and
- The meeting or formal training must be conducted at a location away from the place where the employee normally performs his/her work (e.g., his/her desk or cubicle). Acceptable locations include meeting and conference rooms which may or may not be in the building where the employee normally performs his/her work.

For federally funded research projects, all Conditions for Meetings or Trainings above must be met, and in addition, must demonstrate that technical information specific to the group's sponsored project is disseminated. For federal guidelines, refer to OMB A-21, section J32 & J17, [http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html).

Conditions for Recognition Events—The following two conditions must be met:

- The event must include the formal presentation of a recognition award to one or more employees or students. Examples of accomplishments worthy of formal recognition may include successful completion of an extraordinary special project, acknowledgment of official University individual employment milestones (10, 15, 20, 25, 30, 35 years of service) or other outstanding achievement.
- Only light refreshments may be served at the event.

## Cost Per Meal

The expenditure or reimbursement using University funds may not exceed the applicable travel per diem limit for the meal (including taxes and customary gratuity) provided at the location of the meeting.

Refer to <http://www.washington.edu/admin/travel/meals> for current per diem rates.

## Cost of Light Refreshments

For recognition of employees, the total amount expended per recognition award, including light refreshments, is limited to the monetary level authorized in RCW 41.60.150 (\$200 per individual and/or group receiving recognition). For example, if individual awards are presented to members of a team, the amount expended is limited to \$200 per individual. Food served at a recognition event is restricted to light refreshments unless the actual recognition award is a meal. When a meal is the award, the amount of the meal per individual being recognized is not limited to the applicable per diem rate. However, only the meal expense for the individual(s) being recognized may be paid using University funds; the cost of meals for other attendees not being recognized must be charged to a discretionary funding source.

## Non-allowable

The cost of meals or light refreshments may not be supported by University funds when the purpose is to conduct one of the following types of activities:

