

Procedures for Meals with Meetings and/or Light Refreshments

Reimbursement rates for meals, in accordance with the Per Diem rates established by the Washington State Office of Financial Management, apply to any meal costs for meetings held by ESD 123 or attended by ESD 123 staff.

DEFINITIONS

Integral Part of the Meeting: An activity within a meeting that is essential to the completeness of the meeting.

Official Business: Those activities performed by an official or employee, authorized volunteer, work experience program participant, or contractor as directed by ESD 123 administration in order to accomplish the duties of his or her position or office.

Per Diem Costs: Those costs allowed for meals while in travel status.

Meals with Meetings

Certain meal costs are reimbursable if the employee has been specifically pre-approved by the Assistant Superintendent of Finance & Operations to attend a meeting or formal training session away from the employee's regular workplace regardless of travel status. This authority is intended for use when ESD 123 requires an employee to attend a meeting or formal training session where:

- The purpose of the meeting is to conduct official business or to provide training to employees or officials; and,
- The meals are an integral part of the business meeting.

Working meals may be provided at ESD 123 sponsored meetings or formal training sessions if the meal is an integral part of the meeting or training session. This authority is not intended for normal daily business of employees or officials, but rather for ESD 123 sponsored meetings and training sessions.

Each meeting must be approved in advance on Meals with Meetings and/or Light Refreshments Authorization Request Form 6213P-F3 with a meeting agenda attached. The completed Form 6213P-F3 must then be attached to the purchase order or payment transaction for meals. Working meals will not be approved as an allowable meeting cost unless one of the following conditions is met:

- The majority of the participants; or
- Certain key participants are traveling long distances; or
- Dismissing the working meeting or training session for a meal would have a significant adverse impact on the expected productivity of the group.

Allowable meal costs incurred at meetings of ESD 123 Superintendents' Advisory Committees, ESD 123 Board meetings, State-wide Superintendents' Assistant Superintendents', and Fiscal Officers' meetings are hereby pre-authorized (Form 6213-F3 is not required). Reimbursement will be based upon actual cost (as substantiated by itemized receipts) up to the allowable per diem.

Exceptions to the per diem limit will be pre-approved by the superintendent or designee in situations where the cost of such meals is reasonable given the limited options available from local venues/restaurants.

Light Refreshments

Pursuant to OFM 70.10.20 and the Meals with Meetings and/or Light Refreshments Authorization Request Form (6213P-F3), department heads may request approval for the purchase of coffee and/or light refreshments to be served at ESD 123-sponsored meetings and training sessions where:

1. the purpose of the meeting is to conduct ESD 123 business or to provide training that benefits ESD 123 or member districts;
2. the coffee and/or light refreshments are an integral part of the meeting or training session;
3. ESD 123 obtains a receipt for the actual costs of the coffee and/or light refreshments; and
4. expenditures for coffee and/or light refreshments are charged to supplies and materials.

Staff are encouraged to incorporate healthy food and beverages when planning for light refreshments.

Expenditures for coffee and/or light refreshments for receptions or celebrations of new, existing, and/or retiring employees are not allowed (OFM 70.10.30).

Reimbursement Rates

The meeting organizer shall strive to achieve a per-meal cost that is within the Per Diem Meal Rates published by the Washington State Office of Financial Management.

Attachments:

6213P-F3 Meals with Meetings and/or Light Refreshments Authorization Request Form

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