

Policy No. FIN 111

Light Refreshment and Meals

Applies to: All employees of Eastern Washington State Historical Society (EWSHS).

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- RCW 43.03.050, Subsistence, lodging and refreshment, and per diem allowance
- State Administrative & Accounting Manual (SAAM)
 - Chapter 10.40, Meals
 - Chapter 70.10 Coffee and Light Refreshments
 - Chapter 70.15 Meals with Meetings
 - WA Executive Order 13-6, Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities

Effective date: March 4, 2026

History: This policy updates HR 300 dated January 5, 2022. HR 300 previously updated and renumbered former BP #107 dated December 8, 2015.

Approved by: EWSHS Board of Trustees

Purpose

The purpose of the Light Refreshments and Meals Policy at EWSHS is to specify when EWSHS funds may be used to provide or purchase light refreshments and meals for occasions pertaining to and furthering EWSHS operations and EWSHS business; and to ensure proper accounting of costs upon completion of the occasion. In accordance with the Governor's Executive Order 13-06, healthy food and beverages should be incorporated into the selection of any light refreshments and meals. This policy covers all EWSHS funding sources, but does not cover the Northwest Museum of Arts & Culture Foundation funds.

Definitions

Coffee and Light Refreshments – For state purposes, coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. For state purposes, a light refreshment is an edible item that may be served between meals, for example, doughnuts, sweet rolls, and pieces of fruit or cheese.

Formal Training Session—Non-routine employee training supported by a formal agenda and at least two (2) hours in length. This does not include on-the-job training.

Integral Part of the Meeting—An activity within a meeting that is essential to the completeness of the meeting, e.g. speaker during lunch or business discussion through the lunch period per a formal agenda. The meeting must be at least two (2) hours in length.

Official EWSHS (State) Business—Activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by their supervisor in order to accomplish state programs or as required by the duties of his/her position or office.

Regular Workplace—The location where a state employee or state official normally performs their work. For the purposes of this policy all of the facilities on EWSHS campus at 2316 W 1st Avenue, including the Main EWSHS Structure and Campbell House, are considered the regular workplace for EWSHS employees and board members.

Volunteer— A volunteer is a person, other than an emergency services worker as described by Chapter 38.52 RCW, who, of his/her own free choice, performs any assigned or authorized duties for the state or any agency thereof. A volunteer receives no wages, and is registered and accepted as a volunteer by the state or any agency thereof, for the purpose of engaging in authorized volunteer service.

Coffee and Light Refreshments

Coffee and light refreshments may be authorized at certain EWSHS-sponsored meetings or formal training sessions. This authority is not intended for use with normal daily business of employees, but rather for special situations or occasions when all of the following conditions are met:

- The purpose of the meeting is to conduct official EWSHS business or to provide formal training that benefits EWSHS;
- The coffee and light refreshment is an integral part of the meeting or training session;
- The meeting or training involves EWSHS employees or others EWSHS is legally authorized to reimburse;
- The person responsible for the meeting or training session requests approval for serving the coffee and light refreshments at least five (5) days prior to the meeting or training;
- The Executive Director or authorized designee approves payment for the light refreshments in advance of the meeting. If the request is on behalf of the Executive Director, the Board President or authorized designee must approve payment for the light refreshments in advance of the meeting; and
- EWSHS obtains a receipt for the actual costs of the coffee and light refreshments.

Examples of activities where coffee and light refreshments may be allowed:

- Board of Trustee meetings;
- Non-routine formal EWSHS employee training at least two (2) hours long. This does not include on-the-job training;
- Approved EWSHS retreats;
- Special occasions recognizing employee accomplishments; and

- Other pre-approved special situations where coffee and light refreshments are deemed appropriate by the Department head.

Examples of activities where light refreshments may not be funded by EWSHS funds:

- Normal daily business of EWSHS employee(s);
- EWSHS anniversaries;
- Retirements, receptions, anniversaries or memorial services for new, current or former employees;
- Election celebrations;
- Social events, receptions, meet and greet occasions;
- Hosting activities which include but are not limited to those activities that are intended either to lobby a legislator or governmental official or are a social rather than EWSHS business event;
- Building dedications; and
- Open houses.

Meals

EWSHS is legally authorized to reimburse EWSHS employees and other authorized individuals for meals provided for certain meetings and formal training sessions, regardless of travel status, when all of the following conditions are met:

- EWSHS requires the employee or other authorized individual to attend a meeting where business meals are served;
- The purpose of the meeting is to conduct official state business or to provide training to EWSHS employees or officials;
- The meals are an integral part of the business meeting or training session;
- The meeting or training involves EWSHS employees or others EWSHS is legally authorized to reimburse;
- The meeting or training session takes place away from the employee's or official's regular workplace;
- EWSHS obtains a receipt for the actual costs of the meal;
- The person responsible for the meeting or training session receives approval for reimbursement of the meal at least five (5) days prior to the meeting or training; and
- The Executive Director or authorized designee approves payment for the meals in advance of the meeting. If the request on behalf of the Executive Director, the Board President or authorized designee must approve payment for the meals in advance of the meeting. The cost of meals and light refreshments may not exceed the travel per diem limit for the meal provided at the location of the meeting. Current per diem rates are published by the Washington State Office of Financial Management.

Examples of activities where meals may be authorized include:

- Offsite meeting where an employee is required to attend in an official EWSHS capacity i.e., Chamber of Commerce, Rotary;

- Meals served at pre-approved EWSHS retreats;
- Meals served at pre-approved conferences or conventions;
- Non-routine formal EWSHS employee training which is at least two hours in length. This does not apply to on-the-job training;
- Meals for volunteers when they contribute directly to the meeting or training session; and
- Other pre-approved special situations where meals are deemed appropriate.

Examples of activities where meals may not be funded by EWSHS funds:

- Normal daily business of EWSHS employee(s);
- EWSHS anniversaries;
- Retirements, receptions, anniversaries or memorial services for new, current or former employees;
- Election celebrations;
- Social events, receptions, meet and greet occasions;
- Hosting activities which include but are not limited to those activities that are intended either to lobby a legislator or government official or are a social rather than EWSHS business event;
- Building dedications; and
- Open houses.

Administrative Procedure

Documentation of the request and approval for expenditures are required in accordance with SAAM Section 70.10.40. EWSHS shall maintain an administrative procedure to facilitate compliance with this policy. The Executive Director or designee is responsible for maintaining the administrative procedure.