



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
7/9/21

PAGE NUMBER
1 of 4

NUMBER
DOC 240.800

POLICY

TITLE
**MEALS, BEVERAGES, AND/OR LIGHT
REFRESHMENTS WITH MEETINGS**

REVIEW/REVISION HISTORY:

Effective: 2/24/97 DOC 240.000
 Revised: 10/31/03
 Revised: 4/19/07
 Revised: 6/2/08
 Revised: 11/1/10
 Revised: 10/14/13 DOC 240.800
 Revised: 3/16/15
 Revised: 6/19/18
 Revised: 7/9/21

SUMMARY OF REVISION/REVIEW:

Policy Statement I, Directive II.A.3.a. - Added clarifying language
 Policy statement I.A., Directive I.A.2. - Adjusted language for clarification
 Removed I.A.3. that one time approvals of recurring meetings for the fiscal year may be made initially and must be reviewed annually
 Added I.B.6. that food/beverage providers must comply with Washington State food handling and storage requirements


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

6/8/21

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.03.050](#); DOC 200.050 Purchasing; DOC 200.335 Purchasing Card; DOC 205.000 Petty Cash Procedures; DOC 800.010 Ethics; [Executive Order 13-06](#); [SAAM 10.40.50\(1\)](#); [SAAM 70](#); [Washington State Department of Health Healthy Nutrition Guidelines](#)

POLICY:


- I. On rare occasions, non-alcoholic beverages (e.g., coffee, tea, soft drinks, juice, milk), light refreshments (e.g., pieces of fruit/vegetables/cheese), and/or meals may be authorized for Department-sponsored meetings, conferences, conventions, or formal training sessions per RCW 43.03.050, DOC 800.010 Ethics, and Chapter 70 of the State Administrative and Accounting Manual (SAAM).
 - A. Meals may be provided without regard for travel status or the Eleven Hour Rule outlined in SAAM 10.40.50(1).
- II. Beverages, light refreshments, and meals with meetings will incorporate healthy food and beverages as required by Executive Order 13-06 per the Washington State Department of Health’s Healthy Nutrition Guidelines.

DIRECTIVE:

- I. General Requirements
 - A. Approval
 1. Written approval from the Secretary, Deputy Secretary, Chief of Staff, Indeterminate Sentencing Review Board (Board) Chair, Budget Director, Director of Executive Policy, Human Resources Director, or appropriate Assistant Secretary, through the requester’s chain of command, is required prior to the meeting. Denial at any level is final.
 2. Approval requests may be made by completing the procurement e-form through the Departments electronic purchasing application and per DOC 200.050 Purchasing or another written format and must contain, at a minimum:
 - a. Meeting title and purpose, if different than the meeting title,
 - b. Name and telephone number of the requester,
 - c. Names of the state organizations or individuals attending the meeting,
 - d. Date(s) and location of the meeting, and
 - e. Approximate cost for beverages, light refreshments, and/or meals.

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3. Authorization is not intended for use with the normal daily business of employees or officials.
- B. The following conditions must be met:
1. The purpose of the meeting is to conduct state business or provide training that benefits the state.
 2. The meeting takes place away from the employee/official's regular workplace.
 3. The beverages, light refreshments, and/or meal are an integral part of the meeting (i.e., an activity within a meeting that is essential to the completeness of the meeting).
 4. For meals, attendance at the meeting is required by the Department and the provision of meals is advantageous to the state (i.e., reduced cost versus per diem, minimizes travel costs by maximizing meeting hours in a day).
 5. Access is restricted to attendees only by the location, purpose, or schedule of the meeting.
 6. Providers of food or beverages must comply with Washington State food handling and storage requirements.
- C. The cost per person must not exceed 25 percent of the Office of Financial Management (OFM) [allowable lunch per diem rate](#) for beverages and/or light refreshments, or the full rate for meals.
- D. Prison and Work/Training Release food service operations will not supply coffee but may supply other non-alcoholic beverages.
- E. Expenditures for the following are prohibited:
1. Anniversaries of state agencies,
 2. Individual employment anniversaries,
 3. Receptions for new, existing, and/or retiring employees or officials,
 4. Election celebrations, and
 5. Hosted activities, which include activities that:
 - a. Are social rather than governmental business in nature,
 - b. Are intended to lobby a legislator/governmental official, or
 - c. Include expenditures that the Department is not legally authorized to reimburse.

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II. Purchases

- A. Once approved, the requester/designee will purchase the beverages, light refreshments, and/or meals using:
1. A purchasing card per DOC 200.335 Purchasing Card.
 2. The procurement e-form.
 3. Personal funds, with reimbursement after the event.
 - a. Requests for reimbursement will be made on [SF A-19-1A Invoice Voucher](#), which will be routed to the expenditure authority with the prior approval and all original receipts, then forwarded to the Headquarters Disbursements Unit for payment via email to [DOC AP Vendor Invoices](#).
 4. Advanced funds approved and disbursed from petty cash per DOC 205.000 Petty Cash Procedures.
 - a. The requester must submit the prior approval to the appropriate accounting/business office.
 - b. The requester will be advanced 90 percent of the estimated cost.
- B. After the meeting, the requester will submit original receipts and any other applicable documentation to the appropriate accounting/business office within 10 days.
1. Any amount owed to the requester will be processed for payment.
 2. If the advance amount issued exceeds the actual expenses, the requester will return the excess by check or money order, payable to the Department of Corrections, with the required receipts and/or documentation.

DEFINITIONS:

Words/terms appearing in the policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None