

# MEALS WITH MEETINGS/ LIGHT REFRESHMENTS

## Washington State Policy



### WHEN?

- Purpose of meeting is to conduct state business or formal training
- Integral part of the meeting
- Not intended for normal daily business, but rather special situations
- All staff meetings & general employee recognition

### REQUIRED DOCUMENTATION

- Written prior approval
- The purpose of the meeting/ meeting agenda
- List of meeting attendees
- Exact Receipts



### PROHIBITED EXPENSES

- Hosting activities - Social rather than governmental business events, such as lobbying
- Agency/individual anniversaries
- Receptions for new or retiring employees or officials



### NOTICE!

- Meals must be within the per diem allowance which includes taxes, tips, and delivery fees
- Verify that all required documentation is provided to avoid audit findings
- Meals can only be provided for employees, commissioners or state officials

