

# Non-Travel Meals & Refreshments Pre-Approval Form

**Expenditures must be in compliance with WOU Purchasing Policy, Section “Non-Travel Meals, Refreshments and Hospitality Expenses” and OUS Fiscal Policy Manual, Section 56.100**

Name of Event: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Location: \_\_\_\_\_

Index: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Items to be Served: \_\_\_\_\_

Is WOU Food Service/Catering providing food or refreshments for this event (YES or NO)? ☐

Names of Attendees: \_\_\_\_\_

\_\_\_\_\_

**Attach a Meeting Agenda or Function Schedule to this form**

Contact Email (for approval notification) \_\_\_\_\_

Department Head Approval \_\_\_\_\_

Director/VP Approval \_\_\_\_\_

MARK ONE	CATEGORY – See Back of Form for Details	Meals	Refreshments	Housing	Rental of External Facilities	Events
	<b>#1 – Hosting Non-Employee Guests – Refreshments &amp; Meals</b>					
	Faculty/Staff Recruiting, Visiting Scientists, Guest Speakers, Advisory Boards	28612	28612	39445	24151	n/a
	Volunteers, Dignitaries, Donors, Prospective Student Recruitment	28613	28613	39415	24151	n/a
	<b>#2 – Group Functions – Refreshments &amp; Meals</b>					
	University-sponsored Conference or Workshop, Departmental Staff Retreat, Training	28611	28611	39415	24151	n/a
	Graduation Activities, Recognition Events, Student Recruitment and Orientation	28613	28613	28613	24151	n/a
	IFC Budgeted Events with Meals (signature required below) <sup>2</sup>	28610	28610	n/a	24151	28610
	Refreshments only: Focus Group Sessions, Student Groups	Not Allowed	28612	n/a	n/a	n/a
	<b>#3 – Meals Served at Meetings</b>					
	Interdepartmental and Inter-institutional Meetings	28611	n/a	n/a	24151	n/a
	<b>#4 – Refreshments Served at Meetings</b>					
	Interdepartmental and Inter-institutional Meetings	n/a	28611	n/a	24151	n/a

<sup>2</sup> VP for Student Affairs signature required (IFC) \_\_\_\_\_ Date \_\_\_\_\_

This signature verifies this expense has been budgeted through IFC and qualifies as the one event meal allowed per term for this IFC fund.

## Non-Travel Meals and Refreshments Expenses Guidelines

Payment of non-travel meals and refreshments is allowed from institutional funds when the expenses:

- Comply with the definitions and guidelines of WOU Policy
- Are pre-approved on a *Non-Travel Meals & Refreshments Pre-Approval Form* at least two business days prior to event.
- Follow the General and WOU Specific Guidelines below,
- Do not meet the Restrictions criteria below, and
- Fit into one of the four categories defined below.

### **General Guidelines:**

- Expenses must be documented by a receipt itemizing food, non-alcoholic beverages, alcoholic beverages, and gratuities.
- Meals are defined as food and beverages provided at breakfast, lunch, or dinner.
- Pizza is considered a meal.
- Refreshments are defined as non-alcoholic beverages such as coffee, tea, soda, bottled water, juice. Food items such as fruit, cookies, pastries, chips, and snack bars are considered refreshments when not served as part of a meal.
- Alcoholic beverages cannot be paid from institutional funds except when they are served at group functions that are part of a university-sponsored conference or event where the full cost of such beverages is recovered through resale or charges to the participants or sponsoring group.
- Tips/Gratuities up to 15% of food and non-alcoholic beverage charges are allowable when hosting groups or guests. The 15% limit does not apply when the establishment adds a service charge for larger groups in lieu of gratuity. Tips or fees for alcoholic beverage service are not allowable.
- Payment Requests must include a copy of the approved *Non-Travel Meals & Refreshments Pre-Approval Form* and indicate the following:
  1. Who - names of the individuals attending
  2. What – what is being paid
  3. When – date and times
  4. Where – location of the event
  5. Why – purpose of the event

This information is required whether paying a vendor directly, requesting a personal reimbursement, or processing an internal transaction from university catering or other food services. If individual names cannot be obtained when hosting a large group gathering, an announcement or agenda can be substituted with explanation and approximate number of attendees.

**WOU Specific Guidelines:** The following institutional specific guidelines apply to all non-travel meals, refreshments and hospitality expenses paid at WOU:

- Meal allowance is limited to actual expense up to the current instate per diem rate.
- **Must be pre-approved** by the appropriate Department Head and the WOU Purchasing Agent via the *Non-Travel Meals & Refreshments Pre-Approval Form*. Departments should submit the form to the Business Office at least two business days prior to an event. The Purchasing Agent will notify the department via email on the approval status of the form.

**Restrictions:** Non-travel meals and refreshments **cannot** be paid from institutional funds for the following activities:

- Alumni, fundraising, and other social (non-business) activities
- Department social activities such as celebrating holidays, birthdays, etc.
- Employee meals or refreshments except as defined below
- Regularly scheduled departmental, staff, faculty, student government or other student group meetings
- For-credit class refreshments or meals, except when the activity is part of a self-support instructional program where the participant is charged a fee to cover the cost.

### **Category #1: Hosting Non-Employee Guests – Refreshments and Meals**

The University or an employee, in the normal conduct of a program/activity, may serve as host for official guests of the institution paying for their meals and/or refreshments.

These expenses are allowed within the following guidelines:

- A clear benefit to the university is documented and institutional approval processes are followed.
- Official guests are not employed by OUS and include, but are not limited to, candidates to fill positions, visiting scientists, dignitaries, guest speakers, prospective students, donors of time, services, information, funds, or property.
- A maximum of two employee meals may be paid or reimbursed per 'hosting' occasion.
- Cost for an employee's family member is not normally paid except in the case of a candidate or official guest who is accompanied by a family member.

### **Category #2: Group Functions – Refreshments and Meals**

Refreshments and meals at business-related group functions can be paid with university funds. Business-related group functions include:

- Conferences & workshops—Organized training sponsored by the university which includes non-employee. Generally a registration fee is charged to the attendees.
- Departmental staff retreat—A staff retreat has a written agenda with a clear business purpose, list of attendees with departmental affiliation, and is held away from the normal work location.
- Training event—Formal training (dissemination of information) to employees or volunteers and the location is away from the place where the employee normally performs his/her work.
- Student recruitment and orientation,
- Recognition events—An event that formally recognizes volunteers or students for a specific accomplishment. This does **not** include retirement events/celebrations or other employee recognition.
- Student Group Activities – ONLY refreshments are allowed. Meals are not allowed.
- Official graduation recognition.
- IFC Budgeted Activity - Group meals specifically budgeted through IFC are allowed within IFC per diem rates. Maximum allowance is one event per term per club.

### **Category #3: Meals Served at Meetings**

Meals served at planned interdepartmental or inter-institutional meetings can be paid with institutional funds when they comply with ALL of the following:

- Meeting is defined as an assembly of persons from multiple departments or multiple institutions to discuss business, relate information, or instruct employees, or similar purposes.
- Meeting has a formal agenda with the meal included as part of the agenda. The agenda must be submitted with the payment request.
- An interdepartmental meeting must involve two or more campus departments. A single department should not schedule meetings for itself through a meal period.
- The meeting is two hours or more in duration AND starts more than one hour before or ends more than one hour after the mealtime.

### **Category #4: Refreshments Served at Meetings**

Non-alcoholic beverages and refreshments served at planned interdepartmental or inter-institutional meetings can be paid with institutional funds when they comply with ALL of the following:

- Meeting is defined as an assembly of persons from multiple departments or multiple institutions to discuss business, relate information, or instruct employees, or similar purposes.
- Meeting has a formal agenda. The agenda must be submitted with the payment request.
- An interdepartmental meeting must involve two or more campus departments. Institutional funds cannot be used to pay for refreshments at meetings involving only one department.
- Meeting must be two hours or more in duration.
- There are no convenient refreshment facilities available or using such facilities would excessively disrupt the meeting.