

UW and UW Bothell Food Policies




**Presented by Fiscal & Audit Services
March 2024**



Food purchased with university funds includes funds from taxpayers and student tuition/fees



UW Policy Complies with WA State Law

**WASHINGTON STATE LEGISLATURE**

Legislature Home
House of Representatives
Senate
Find Your District
Laws & Agency Rules
Bill Information

RCWs > Title 43 > Chapter 43.03 > Section 43.03.050

Print

43.03.049 << 43.03.050 >> 43.03.060

RCW 43.03.050
Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees.

UW Finance
Financial Accounting / Treasury / Enterprise Services / Finance Transformation /
Research & Student Accounting



 > Food Approval


Food Approval

Policy and Applicability

New: Review for guidance on [Virtual Meetings](#)

University and Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. This guidance is provided to ensure that all food expenses charged to University budgets are allowable and appropriate for the funding source.



	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 10px;">Reset Form</div> <div style="border: 1px solid black; padding: 2px 10px;">Print Form</div> </div> <h2 style="margin: 0;">UNIVERSITY OF WASHINGTON</h2> <h1 style="margin: 0;">FOOD AND BEVERAGES FOR MEETING, TRAINING SESSIONS AND RECOGNITION AWARDS CEREMONIES</h1> <h3 style="margin: 0;">FINANCIAL SERVICES</h3>
<p>Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, or formal recognition event. Please use object code 03-75 on payment documents. This form should be completed and approved prior to the event. For additional guidance, please refer to the Policy for the Purchase of Meals and/or Light Refreshments issued by the Executive Vice President on May 1, 2000.</p>	
Event Date <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">mo.</div> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">dy.</div> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">yr.</div> </div>	Event Title <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
Purpose of Event <div style="margin-top: 10px;"> <input type="checkbox"/> Meeting (Official UW business will be conducted; meals/light refreshments are integral to the event.) <input type="checkbox"/> Training (Official UW business will be conducted; meals/light refreshments are integral to the event.) <input type="checkbox"/> Recognition (Light refreshments are integral to recognition of UW employees/students.) </div>	
Sponsoring Department <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	Budget Number <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
Department Contact Name <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	Contact's Phone Number <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
Total Number of Invitees _____ (Maintain a list of attendees or invitees in department.)	
CHECK LIST <div style="margin-top: 10px;"> <input type="checkbox"/> Meals will be served.* <div style="margin-left: 20px;"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner </div> <div style="margin-left: 150px;"> *The cost per meal may not exceed the applicable per diem, including tax and gratuity, for the location in which the meal is served. </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Light refreshment will be served. Estimated cost of refreshments \$ _____ </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Event will be recurring.** </div>	
Name of Meeting/Training Coordinator, PLEASE PRINT: <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	Signature of Coordinator <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
Date <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	Date <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
APPROVAL <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Name of Approving Official, PLEASE PRINT: <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Signature of Approving Official <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Date <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Date <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> </div>	

UW 1706 (9/02)

State funds can be used to purchase food for:

- ☐ Business Meetings
- ☐ Trainings
- ☐ Recognition Event

That's it!



Limits to remember:

- ❑ **Meal per diem** - costs must be at/under “travel per diem” limits (breakfast \$18.96, lunch \$22.12, and dinner \$37.92 for Seattle/Bothell through Sept. 2024), inclusive of tax, gratuity, and delivery fees
- ❑ **Recognition** - \$200 limit per individual or group; formal recognition plan needed; only light refreshments can be served
- ❑ **Refreshments** - \$5 per person limit



A formal recognition program is required for any recognition events

Recognition program requirements

- Documented and approved recognition **policy**
- Approved by the Dean or Vice Chancellor

Employee recognition policy elements

- Definition of purpose, criteria, and budget
- Selection often executed by a committee
- Definition of award eligibility, frequency and process



State funds can't be used for:

- ☐ Normal daily business of employees
- ☐ Regularly scheduled meetings
- ☐ Open houses
- ☐ Receptions for new employees
- ☐ Alcoholic beverages
- ☐ Food over per diem limits
- ☐ Hosting and entertaining
- ☐ Lobbying, elections, election celebrations
- ☐ Graduation events



For virtual meetings:

- ❑ Food purchases are not allowed for **employees working remotely**
- ❑ **Discretionary funds*** should not be used for items that are *personal in nature*, which includes food purchases for employees working at home



* Unrestricted gift funds



UW Bothell Policy Statement 3.1



UW Bothell Policy Statement POL- 3.1

UW Bothell Clarifications

Employee meetings or trainings:

- ❑ Must be **2.5 hours or more** in length for **light refreshments** to be provided
 - 2.5 hour minimum is *waived* for meetings or trainings that primarily engage participants who are *external to UW Bothell, students, or faculty/leadership search candidates*
- ❑ Light refreshments are limited to **\$5 per person**
- ❑ Light refreshments for **recognition events are limited to \$200** per individual or group receiving a formal recognition award



UW Bothell Clarifications (cont.)

Employee meals allowed when:

- ❑ The meeting is **3.5 hours or more** in length and extends **over a meal period**
 - Breakfast begins at **7 a.m.** or earlier
 - Dinner ends at **7 p.m.** or later
- ❑ The 3.5 hour minimum and 7 a.m. start and 7 p.m. end times are *waived* for meetings or trainings that primarily engage *external participants, students or faculty/leadership search candidates*



UW Bothell Clarifications (cont.)

Light refreshment service for *one-hour* or longer meetings:

Allowed for...

- > High-level meetings (signified by **director and above in attendance**), and
- > with **external participants**, and
- > with **approval of the Vice Chancellors/Chancellor**, and
- > and where **such service might be expected** in the conduct of official UW business.



UW Bothell Clarifications (cont.)

Dining at restaurants:

- ☐ Must have a **documented UW business purpose** or meeting agenda detailing the benefit to the UW, and
- ☐ Must include a **participant who is external** to UW Bothell unless a vice chancellor/chancellor waives this requirement on the Food Approval Form

Meals for spouses/partners and family members:

- ☐ Not allowed



UW Bothell Policy 3.3

Use of Discretionary Funds

❑ Food purchases must also comply with Policy 3.3, Use of Discretionary Funds

- <https://www.uwb.edu/planning-administration/services/procedures>
- Chancellor/Vice Chancellor approval is necessary under certain circumstances
- Read it!



Things to remember

❑ Documentation required for auditors:

- Signed Food Approval Form
- List of invitees and/or attendees
- Details of food purchased, such as an *itemized* receipt or contract
- Note: Credit card slips are not adequate



Things to remember (cont.)

❑ Consider Reputational Risk

- The potential for negative publicity or negative public perception to have an adverse impact on the University
- Test: Would an auditor, reporter, taxpayer, student, parent... agree with the purchase using taxpayer/student funds?



UW Bothell Process



Prior to food purchase

- ❑ Prepare the Food Approval Form (FAF) with required signatures (FAS can help you get started). <https://www.uwb.edu/planning-administration/wp-content/uploads/sites/14/2023/08/Food-Approval-Form.pdf>
- ❑ Note: The Senior or Associate Directors of Fiscal & Audit Services (FAS) sign as Approving Official on the bottom of the form titled *"Food and Beverages for Meeting, Training Sessions and Recognition Awards Ceremonies"* on behalf of the UW Bothell campus.
- ❑ Submit the FAF as a PDF (not DocuSign) to FAS through the Contact Us/Service Request Form on the FAS website: <https://www.uwb.edu/planning-administration/fiscal-audit-services>
- ❑ Submit the FAF for review and approval by FAS at least *ten business days prior* to the event. Forms submitted after the event may be the financial responsibility of the purchaser if not allowable.
- ❑ Questions? Contact FAS for help.



After food purchase

- ☐ Reconcile purchase documentation
- ☐ Keep a list of invitees/attendees and the documented recognition policy (if applicable) on file for auditors
- ☐ Ensure approved and actual food purchases align



Assume your purchase will be audited!



FAQ

❑ What can I do with leftover food?

- DO: Set out food where the university community and hungry students can partake of the leftovers
- DO NOT: Take the food for yourself; doing this would be considered a “personal gain” and WA State Ethics Law violation



Examples



What would taxpayers/students think about these?

- > Business meeting at a winery or pub
- > Lunch meeting for two employees at a local restaurant
- > Staff meeting at a restaurant in December
- > Evening meeting for employees at a restaurant
- > Refreshments to celebrate exceeding work expectations that are within the employees' normal job duties

Would they be pleased to learn their money was spent this way? (Good answer is no)



A good (real) example

- > This will be a day-long retreat
- > Retreat Goals: Identify our unit priorities for the fiscal year in conversation with campus strategic partners to develop indicators around which we can focus our collective and individual work
- > There will be a working lunch (see attached agenda)
- > Boxed lunches and light refreshments are requested



FAS will help you navigate food rules to be compliant and reduce reputational risk

Audit: Many Problems At PPS, Oregon Department Of Education



By Rob Manning (OPB)

Portland, Ore. Jan. 9, 2019 10:45 a.m.

UPDATE (11:24 a.m. PT) — State auditors released a blistering review of Oregon's education department and its largest school district Wednesday, recommending that legislators take a hard look at how administrators spend existing money as they consider significant new educational investments sought by Gov. Kate Brown.

The audit suggested that Portland Public Schools needs to look for ways to save money, including scaling back the use of purchasing cards. Auditors noted that 13 percent of purchases on district-issued cards were for food, and that the district spent \$13,000 on a group retirement party in 2017, including \$1,068 for leis and other flowers shipped from Hawaii.

Resources

- ❑ Fiscal & Audit Services Website: <https://www.uwb.edu/planning-administration/fiscal-audit-services>
- ❑ UW Food Approval Policy: <https://finance.uw.edu/food-approval>
- ❑ UW Bothell Food Approvals Website: <https://www.uwb.edu/planning-administration/fiscal-audit-services/food-approvals>
- ❑ UW Bothell Food Approval Form: <https://www.uwb.edu/planning-administration/wp-content/uploads/sites/14/2023/08/Food-Approval-Form.pdf>
- ❑ Per diem meal limits: <https://finance.uw.edu/travel/perdiem>
- ❑ Receipt Policy Information: finance.uw.edu/ps/resources/receiptpolicy
- ❑ Formal recognition program guidelines: <https://hr.uw.edu/talent/recognition/employee-recognition/develop-recognition-program/>

Questions?

Contact uwbfdapp@uw.edu

**FAS will help you navigate the food approval
process and policy requirements**



Thank you from Fiscal & Audit Services