



LIGHT REFRESHMENTS & MEALS APPROVAL FORM

Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, formal recognition event or incentive/participation/promotion event. This form should be completed and **approved prior to the event**. For additional guidance:

[CWUP 2-40-200 Use of State Funds for Light Refreshments and Meals](#)

[RCW 43.03.050 Subsistence, lodging and refreshment, and per diem](#)

[RCW 41.60.150 Recognition awards](#)

[SAAM 70.10 Coffee and Light Refreshments](#)

Event Date/Time: Month/Day/Year: _____ Time: _____		Event Title: _____
Purpose of Event: <input type="checkbox"/> Meeting (Official CWU business will be conducted; meals/light refreshments are integral to the event.) <input type="checkbox"/> Training (Official CWU business will be conducted; meals/light refreshments are integral to the event.) <input type="checkbox"/> Recognition (Light refreshments are integral to recognition of CWU employees/students.) <input type="checkbox"/> Incentive/Participation/Promotion (Light refreshments are integral to promoting goodwill, or obtaining participation and/or collection of information from participants.) When a University employee acts as an official sponsor, the occasion must, in the best judgment of the approving authority, serve a clear University business purpose. In addition, the expenditure of funds for entertainment should be cost effective and in accordance with the best use of public funds, donor intent, as well as federal, state and other grant guidelines.		
Sponsoring Department: _____		Speedkey: _____
Department Contact Name: _____		Department Contact Phone #: _____
Total # of Invitees: _____		Attach List of Invitees/Attendees: _____
Total Number of Attendees: _____		(Maintain a list of attendees or invitees in dept.)
Location of Event: _____		Food Provided by: _____
Checklist:		
<input type="checkbox"/> *Meals will be served. *The cost per meal may not exceed the applicable per diem, including gratuity, for the location in which the meal is served.		SAAM 70.15 Meals with Meetings SAAM 70.20 Prospective Employee Interview Expenses
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner Estimated cost of meals \$ _____		
<input type="checkbox"/> *Light refreshment will be served. Estimated cost of refreshments \$ _____		*The cost may not exceed half the lunch per diem, for the location in which the light refreshments are served.
<input type="checkbox"/> Event will be recurring. ** **Approved form may be copied for future recurring events.		

Name of Meeting/Training Coordinator:	Signature of Coordinator/Trainer – Date
Name of Appointing Authority	Signature of Approving Official -- Date

See other side to additional information/comments



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Indicate additional detail regarding the Event: