

Internal Operations Manual

SUBJECT: Non-travel Meals and Refreshments

NUMBER: 107-03-120

DIVISION: Office of Business Administration
02

EFFECTIVE DATE: 04-10-

APPROVED: Original Signature on File with the Department of Administrative Services

POLICY/PURPOSE: To establish written guidelines for the payment of non-travel business meals and refreshments.

AUTHORITY: Oregon Revised Statute 291.015, 293.295, 293.330, 293.590
Oregon Accounting Manual (OAM) 10.40.10 P.O.

APPLICABILITY: All Divisions within the Department of Administrative Services

DEFINITIONS: **Non-travel Business:** Meetings, training sessions, or other agency sponsored events to conduct official state business

Meals: Food and beverages provided at breakfast, lunch or dinner

Refreshments: Beverages and food items served at times other than for purposes of a meal

Examples of refreshments are beverages such as coffee, tea, bottled water, juice, soda and similar liquid refreshments as well as sugar and creamer. Food items such as fruit, pastries, chips, cookies, cake, candy, etc.

GUIDELINES:

- I. Non-travel meals for employees are authorized only when a business meeting includes a working business meal at which the attendance of participants is required, and the meal period is designated as a work session which is documented in the meeting agenda. Business must be conducted during the meal period, and a benefit to the State must be gained by providing the meal as part of the agenda rather than dismissing attendees to obtain a meal.
- II. Refreshments are authorized only under the following provisions:
 - Business meetings with industry representatives or the public. This may include events such as task forces, advisory boards, or commission meetings
 - Business meetings scheduled to last four or more consecutive hours, with state employees attending, and food services are not reasonably available
 - In appreciation to volunteers during or after the work is performed
 - When renting a facility and refreshments are included as a non-separable portion of the cost of renting the facility

- Training events held for the purpose of instruction or dissemination of information to state employees or the public
 - Staff retreats held for the purpose of the agency's work-related planning
- III.** When meals or refreshments are provided for a given event you must provide the following documentation to the Office of Business Administration (OBA), Disbursements Section, in order for the invoice to be paid:
- Completed coding block with appropriate signature
 - Itemized invoice, including unit cost and vendor name
 - Agenda for the event
 - Written list of meeting attendees
- IV.** When a questionable or inappropriate request for payment is made that does not comply with these guidelines, the person who authorized the event will be responsible for paying the vendor.
- V.** State funds will not be used to purchase the following:
- Holiday decorations
 - Alcoholic beverages
 - Water dispensers for offices
- VI.** Gifts for employees will not be purchased except under the designated programs indicated by DAS personnel. These programs include but are not limited to employee tenure awards and employee suggestion awards.