

Request for Meal w/ Meeting

Request for Coffee/ Light Refreshments

## Seattle Colleges District VI

### Request for Meal w/ Meeting or Coffee & Light Refreshments

Name of Event:		Date of Event:
Time:	Location:	Department:
Person Making the Request:		Phone Number:
<input type="checkbox"/> I have read and understand the Policies and Procedures for Meals with Meetings outlined in <a href="#">SAM 70.15</a> <input type="checkbox"/> I have read and understand the Policies and Procedures for Coffee and Light Refreshments outlined in <a href="#">SAM 70.10</a>		
Attendees (Employees, Community, Board Members):		Number Attending:
Type of Refreshments to be Served:		Anticipated Cost:
Rationale for the Request:		
Food Provided by: <input type="checkbox"/> Campus Food Service <input type="checkbox"/> Purchase from outside vendor (Invoice Voucher to be submitted to the Business Office for reimbursement).		Attachments: <input type="checkbox"/> Agenda <input type="checkbox"/> Preliminary Sign-up List (Final Sign-up List to be provided to the Business Office following the event).
APPROVED FORM MUST BE SUBMITTED TO THE BUSINESS OFFICE NO LATER THAN <b>10 DAYS</b> PRIOR TO THE EVENT		
Budget Number:		
APPR	PROG	ORG
King County Per Diem Rates (October 1 <sup>st</sup> 2018 - September 30 <sup>th</sup> 2019): Breakfast: \$19    Lunch: \$23    Dinner: \$34		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ Signature of Authorized Department Rep      Date</p> </div> <div style="width: 45%;"> <p>_____ Signature of Vice President (if applicable)      Date</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Signature of Budget/Business Office      Date</p> </div> </div>		

## Excerpt from SAM 70.15: Meals at Meeting or Training Session

For eligible meetings for which meals and light refreshments are permitted per the district approved policy, please follow the procedures. **In NO circumstance will a department credit card be used to pay for campus food services.**

1. Obtain prior approval using the Coffee/Light Refreshment/Advisory Committee form below. Requests must include the name of the organization, the purpose of the meeting, the anticipated number of attendees identifying employees, and the estimated cost.

***Note:** The estimated cost of the meal includes food, taxes, gratuity, set up, delivery, etc. and can **not** exceed the allowable per-meal-reimbursement rate per person attending (see chart below). If there is a chance that fewer people will attend than meals ordered, then the cost per person must be lower than the maximum allowed to allow for “no shows.”*

2. The following maximum rates will be used per person based on the time of the event.

7:00 am – 10:59 am	Breakfast Per Diem
11:00 am – 4:59 pm	Lunch Per Diem
5:00 pm – 9:00 pm	Dinner Per Diem

## Excerpt from SAM 70.10: Coffee/Light Refreshments

*If the coffee and/or light refreshments are provided from campus food service operations or from an external business:*

1. Obtain prior approval using the Coffee/Light Refreshment form below. Requests must include the name of the organization, the purpose of the meeting, the anticipated number of attendees, and the estimated cost.

*Note: The estimated cost of the coffee/refreshments includes food, taxes, gratuity, set up, delivery, etc. and can **not** exceed the allowable per-meal-reimbursement rate per person attending (see chart below). If there is a chance that fewer people will attend than meals ordered, then the cost per person must be lower than the maximum allowed to allow for “no shows.”*

2. The following maximum rates will be used per person based on the time of the event.

7:00 am – 10:59 am	½ Breakfast Per Diem
11:00 am – 4:59 pm	½ Lunch Per Diem
5:00 pm – 9:00 pm	½ Dinner Per Diem