

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: 12/13/2021**

<b>AGENDA ITEM:</b>	
A RESOLUTION OF THE CITY OF MARYSVILLE ESTABLISHING THE POLICY FOR THE EXPENSE AND REIMBURSEMNT OF TRAVEL, MEALS, AND LIGHT REFRESHMENTS	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Sandy Langdon, Finance Director	
<b>DEPARTMENT:</b>	
Finance	
<b>ATTACHMENTS:</b>	
Draft Resolution	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
<b>SUMMARY:</b>	

The proposed policy for travel, meals, and light refreshments is designed to provide a more comprehensive direction for users and also improves internals.

The policy covers overnight travel, non-overnight travel, and coffee and light refreshments. Overnight travel will follow the federal government General Services Administration (GSA) rates regarding meals using a per diem basis or daily allowance. GSA rates are being used to assure acceptance with the Internal Revenue Service (IRS). For non-overnight travel GSA rates are used in certain circumstances and some expenses maybe subject to taxation. The policy helps identify these circumstances.

All three areas address acceptable and non-acceptable expenses, including when detailed receipts are required.

Below is a section from the GSA website for meals and incidental expenses (M&IE).

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Everett / Lynnwood	Snohomish	\$74	\$17	\$18	\$34	\$5	\$55.50

**RECOMMENDED MOTION: Approve the adoption of Resolution No. \_\_\_\_\_.**

**[DRAFT] CITY OF MARYSVILLE**  
Marysville, Washington

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF MARYSVILLE ESTABLISHING THE POLICY  
FOR THE EXPENSE AND REIMBURSEMENT OF TRAVEL, MEALS, AND LIGHT  
REFRESHMENTS

WHEREAS, a Travel, Meals, and Light Refreshments policy is an important tool for managing reimbursement in the conduct of city business, and

WHEREAS, a Travel, Meals, and Light Refreshments policy increases internal control, and

WHEREAS, a Travel, Meals, and Light Refreshments policy establishes appropriate methods for reimbursement of expenses incurred during the conduct of city business, and

WHEREAS, the Marysville City Finance Director may from time to time recommend changes to the Travel, Meals, and Light Refreshments policy, and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARYSVILLE, WASHINGTON AS FOLLOWS:

Section 1. The policy for the expenses and reimbursement of travel, meals, and light refreshments are set forth in the document entitled “City of Marysville Travel, Meals, and Light Refreshments Policy,” which is attached hereto and incorporated herein by this reference as if set forth in full, is hereby adopted as official policy for expense and reimbursement of travel, meals, and light refreshments.

Section 2. That the adoption of the document entitled City of Marysville Travel, Meals, and Light Refreshments Policy, replaces all previous City of Marysville travel, meals, and light refreshments Policies.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_ day of \_\_\_\_\_, 2021.

CITY OF MARYSVILLE

By \_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



## City of Marysville, WA – Travel, Meals, and Light Refreshments Policy

Effective Date \_\_\_\_\_

Approving Authority \_\_\_\_\_

Reference: GSA Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

### I. Purpose

To establish a policy and procedure related to obtaining travel authorization, advance travel funds, and reimbursing employees for expenses incurred in conduct of City business.

### II. Policy

This policy is intended to provide a reasonable and fair approach to reimbursing City staff for travel expenses. All travelers should, to the best of their ability, be responsible stewards of taxpayer dollars. City of Marysville employees traveling on official business should exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise while traveling on personal business. Excessive costs, circuitous routes, delays, or luxury accommodations unnecessary and unjustified in the performance of official business travel are not acceptable. Employees are responsible for excess costs and any additional expenses incurred for personal preference or convenience.

### III. Procedures

#### **Overnight Travel**

##### A. Authorization

1. For any travel requiring an overnight stay, airfare, or rental car, a travel request form must be completed and approved prior to the start of the trip
  - a. Requests for U.S. travel must be approved by the Department Director.
  - b. Request for outside of the continental United States must be approved by the Chief Administrative Officer. \*If using city credit card for travel contact Finance Department to expand credit card use to travel area.
2. All airline, hotel and rental car arrangements are to be made by the traveling employee's department.
3. A copy of the approved travel request form must be attached when submitting a Per Diem request to the Finance Department at least

10 working days prior to the start of any trip.

#### B. Third-Party Payment of City Expenditures

1. Direct payment to City employees by a third party for reimbursement of travel costs, scholarships, or other expenditures is not allowed.
2. Third-party payments made by state, local, federal, and tribal governments, directly to hotels, airlines or other providers for City expenditures are allowed. No other entities are authorized to pay providers directly for City expenditures without prior approval from the Mayor or CAO. (Approval documentation must be attached to the reimbursement request voucher.)

#### C. Meals

1. Travelers may be reimbursed for meals on a per diem basis. For overnight travel the City-determined meal periods are used to determine when a traveler is entitled to a meal.

For the purposes of this policy, normal meal periods are:

Breakfast (25% of rate): Begins one and a half hours prior to the start of the scheduled shift and lasts one hour.

Lunch (30% of rate): Begins midway through the scheduled shift and lasts one hour.

Dinner (45% of rate): Begins one and a half hours after the end of the scheduled shift and lasts one hour.

EXAMPLE: A city employee travels to Spokane for a conference. His scheduled shift is from 8 a.m. to 5 p.m. He left his office at 10 a.m. and returned at 9 p.m. He is not entitled to reimbursement for breakfast because he was not in travel status during the ENTIRE meal period. The breakfast meal period for him starts at 6:30 a.m. and lasts until 7:30 a.m. He is entitled to lunch and dinner because he was in travel status the ENTIRE meal period. The dinner meal period for this employee starts at 6:30 p.m. and lasts until 7:30 p.m.

2. Part-time employees, or those who travel on a scheduled day off, will assume a scheduled shift of 8 a.m. to 5 p.m. when determining normal meal periods.
3. Meals are reimbursed in accordance with the GSA Travel Regulations, which can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Meal allowances cover the basic cost of a meal, any incidental expenses, any applicable sales tax, and tip or gratuity up to 20%.

4. Meals are reimbursed at the GSA rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the return day continues to be the rate for the location where the traveler last stopped for sleep.
5. Employees will not be reimbursed for alcoholic beverages.
6. There will be no per diem for meal furnished or provided for in the lodging rate or registration fee of a meeting, conference, convention, or training session.

**Exception:** Employees will be reimbursed for meal expenses when they are unable to eat a meal provided by a hotel or conference due to allergies or dietary restrictions. This will need to be noted in the travel request.

7. Meal payments are not required to be reduced or eliminated due to meals served on airlines. Similarly, meal payments are not required to be reduced for continental breakfasts.

Incidental Expense Per Diem will be paid while in overnight travel status. First and last day of travel will be paid at 75% of the incidental expense daily rate.

#### D. Reimbursement for Lodging

1. Employees will be reimbursed for lodging when required to stay overnight, more than 50 miles (most direct route) beyond the closer of either the official residence or official duty station.
2. Reimbursement for expenses at a lodging facility or temporary duty work site within 50 miles (most direct route) of the closer of either the traveler's official residence or official station is not allowed except for the following conditions:
  - a. The employee stays overnight to avoid having to drive back and forth for back-to-back late night/early morning official business. (Approval and documentation is to be attached to the travel reimbursement request.)
  - b. When the health and safety of travelers are of concern. (Approval and documentation is to be attached to the travel reimbursement request.)
  - c. When the traveler can demonstrate that staying overnight is more economical. (Approval and cost analysis documentation is to be attached to the travel reimbursement request.)
3. Employees will be reimbursed for the actual cost of lodging or the maximum allowable rate (per GSA, <https://www.gsa.gov/travel/plan-book/per-diem-rates>), whichever is lower. The maximum allowable rate does not include the cost of any sales, hotel, or motel taxes. Taxes will be added to the maximum allowable rate in order to come to the total allowable reimbursement.
4. Exceptions to the maximum allowable rate for lodging may be made under certain circumstances. In the situations listed below, the Director of Finance may

approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amount for the location. An explanation as to why an exception is necessary and written approval by the Department Director or CAO must be attached to the reimbursement request before reimbursement will be made

- a. When an employee is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and required to stay in the same lodging facility.
  - b. When costs in the area have escalated for a brief period of time either during special events or disasters.
  - c. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount and the savings from less expensive lodging at a more distant site are consumed by higher transportation and other costs.
  - d. When an employee attends a meeting, conference, convention, or training session and is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by having the employee stay where the function is held.
  - e. To comply with the Americans with Disabilities Act, or when the employee's health and safety are at risk.
  - f. When meeting room facilities are needed, and it is more economical to acquire special lodging accommodations such as a suite rather than a meeting room and a room for lodging.
5. The itemized lodging receipt must be attached to the approved reimbursement request in order to be reimbursed for lodging expenses.

#### E. Reimbursement for Miscellaneous Travel Expenses

1. Whenever possible, employees should not pay for miscellaneous expenses that can be paid through the city's accounts payable process in excess of \$50 prior to travel. The vendor should be asked to bill the City in accordance with prescribed purchasing requirements.
2. Miscellaneous travel expenses that are reimbursable include, but are not limited to:
  - a. Taxi or shuttle fares (including customary tip or gratuity), motor vehicle rentals, parking fees, and ferry, road and bridge tolls. However, tolls associated with use of high occupancy tolls (HOT) or express toll lanes are considered a personal expense and not reimbursable (exceptions to this rule can be made by the Department Director when travel in toll/express lanes is deemed necessary to the City business being conducted).
  - b. Charges for necessary fax/printing services and internet usage.

- c. Business telephone calls, if the purpose of the call directly relates to official City business. These calls should be brief, necessary, and directly related to the business travel of the employee.
  - d. The cost of personal care attendant services required by disabled travelers in order for them to travel. These costs may include fees and travel expenses of the attendant. The maximum reimbursement will be set by the Director of Finance prior to the trip.
  - e. Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic or international flights.
  - f. The actual cost of dry cleaning and laundry expenses, as evidenced by a receipt, is authorized for travelers in continuous travel status for five or more days. Use of a coin-operated laundromat is allowable. If a receipt for a coin-operated laundromat is not available, the traveler may claim actual expenses up to \$25.
3. Miscellaneous expenses that are **NOT** reimbursable include, but are not limited to:
- a. Cost of alcoholic beverages
  - b. Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes, vehicle, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled person
  - c. Entertainment expenses, radio or television rental and other items of a similar nature
  - d. Taxi fares, motor vehicle rental expenses, and other transportation costs to or from places of entertainment and other non-City business locations
  - e. Cost of personal trip insurance (e.g., personal accident insurance); and medical and hospital services
  - f. Personal telephone calls
  - g. Out-of-pocket charges for vehicle service calls due to negligence of the employee. Examples include charges for the delivery of fuel, retrieval of keys from locked vehicles, jump-starting vehicles when the lights have been left on, etc.
  - h. Fines from appropriate jurisdictions for all parking tickets, citations or infractions received while operating a vehicle on state business. Payment of fines and citations under these circumstances is the sole obligation and responsibility of the traveler and is not to be reimbursed or paid by the City.
4. Employees are not required to keep and submit receipts for miscellaneous expenses less than \$25.

## F. Use of Motor Vehicles

1. When driving on official business, authorized City drivers must have their driver's license, recognized as valid under Washington State law, in their possession.
2. City-Owned Motor Vehicles
  - a. City-owned motor vehicles are to be used only on official business. Limited reasonable use of a City-owned vehicle for the purpose of obtaining meals while in travel status is considered official business.
  - b. Transporting unauthorized passengers in a City-owned vehicle is not allowed. Unauthorized transportation means any transportation of passengers not specifically authorized by the travel approver in the performance of official business, and includes, but is not limited to family members, relatives, friends, and pets.
  - c. Employees are personally responsible for parking tickets, moving violations, etc., while using a City-owned or operated passenger motor vehicle.
3. Reimbursement for use of Privately Owned Motor Vehicles (POVs)
  - a. City-owned vehicles, if reasonably available, should be used instead of POVs. Directors may authorize use of POVs when City-owned vehicles are reasonably available only when the use of the POV is determined to be most economical and/or advantageous method to the City.
  - b. When multiple employees travel to the same destination, carpooling is expected. Directors may authorize POV reimbursement only for the number of vehicles reasonably required to carry staff to the destination. The use of POVs for personal convenience will not be reimbursed.
  - c. Employees are reimbursed for the use of a POV at the mileage rate as approved by the United States Internal Revenue Service.
  - d. Only one employee is reimbursed for using a POV when two or more travel in the same vehicle on the same trip.
  - e. When driving a POV on official business, employees will comply with the state of Washington's liability insurance laws, Chapters 46.29 and 46.30 RCW. If an accident occurs, the employee's individual insurance is primary and will be used before the City's possible provision of any excess liability protection.
  - f. Transporting unauthorized passengers in a POV while the City employee or official is on official business is a personal decision. The City will not provide excess liability protection to unauthorized passengers in the event of an accident.
  - g. The City will not reimburse employees for out-of-pocket costs for parking tickets, moving violations, or damages and deductibles relating to privately owned vehicles used on official business.
  - h. Employees who receive a car allowance will not be eligible for reimbursement for use of a POV.



#### 4. Rental Vehicles

- a. Use of a rental vehicle must be approved in advance by the department Director. Arrangements for vehicle rentals must be made by the employee's department.
- b. Employees may make their own arrangements when the need for a rental vehicle is unanticipated. Justification for the rental must be attached to the travel reimbursement request before reimbursement will be made.
- c. Employees must submit rental vehicle receipts with their travel expense voucher in order to be reimbursed.
- d. City-rented or leased motor vehicles are to be used only on official business. Limited reasonable use of a City-rented or leased motor vehicle for the purpose of obtaining meals while in travel status is considered official business.
- e. Transporting unauthorized passengers in a POV while the City employee or official is on official business is a personal decision. The City will not provide excess liability protection to unauthorized passengers in the event of an accident.

#### 5. Motor Vehicle Accidents

##### Injury Accident

Employees should take the following steps if there are injuries or claims of injury to either the employee or other parties involved in the accident:

- a) Take whatever steps are necessary to protect yourself from further injury.
- b) Call 911 and notify local city police or sheriff's department. Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
- c) Assist any injured party, giving only the first aid you are qualified to provide.
- d) Provide factual information about yourself and the vehicle to the other driver(s), e.g., name, employer, phone numbers, etc.
- e) Do not discuss your actions with parties other than law enforcement. Do not admit fault to other parties or make any statements about the City's response to the accident, financial or otherwise.

##### Reporting the accident (injury & non-injury)

If a motor vehicle accident takes place, refer to and follow the reporting guidance detailed in the City of Marysville's Accident Prevention Program which can be found on the intranet under 'Safety/Training'. All incident and

accident reporting forms can be found in Target Solutions under the File Center.

## **Non-Overnight Travel**

### **A. Meals**

1. Department Directors may authorize reimbursement for meals, for certain business meetings (includes conferences, conventions and formal training sessions) regardless of travel status. This authority is intended for use when the City requires a person to attend a meeting where business meals are served and where:
  - a. The purpose of the meeting is to conduct official City business or to provide training; and
  - b. The meals are an integral part of the business meeting or training session; and
  - c. The meeting or training session takes place away from the employee's or official's regular workplace (regular workplace does not include meeting and conference rooms); and
  - d. Receipts for all business meal reimbursements are required. Employee, and elected or appointed officials should understand that reimbursement for a meal that occurs for a non City of Marysville sponsored business meeting will be subject to Federal tax law
  - e. Meal reimbursements shall be limited to the GSA rate (per GSA, <https://www.gsa.gov/travel/plan-book/per-diem-rates>), whichever is lower
2. Meals with meetings will not be approved in the following situations:
  - a. Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for meals for those whom the City is not legally authorized to reimburse.
3. Written documentation of approval is required in advance of meeting. The documentation should provide support for the authorization, including:
  - a. The names of the City employees attending the meeting (includes conferences, conventions, and formal training sessions), and
  - b. The purpose or accomplishments of the meeting.
4. Meals for Non City Employees
  - a. The expenses of food and non-alcoholic beverages that are served during official City Business meetings and/or functions (such as oral board luncheons, volunteer recognition events), where both employees and non-employees are present may be reimbursed for a non-city employee if prior approval is secured from the Chief Administrative Officer or Department Head.

- b. If it's customary for an elected official or department head to bring a guest to the event the food and non-alcoholic beverages served at the community partnership event i.e. Tulip Tribes may be reimbursed if prior approval is secured from the Chief Administrative Officer or Mayor.

## B. Reimbursement for Misc. Travel Expenses

1. Whenever possible, employees should not pay for miscellaneous expenses that can be paid through the city's accounts payable process in excess of \$50 prior to travel. The vendor should be asked to bill the City in accordance with prescribed purchasing requirements.
2. Miscellaneous travel expenses that are reimbursable include, but are not limited to:
  - a. Taxi or shuttle fares (including customary tip or gratuity), motor vehicle rentals, parking fees, and ferry, road and bridge tolls. However, tolls associated with use of high occupancy tolls (HOT) or express toll lanes are considered a personal expense and not reimbursable (exceptions to this rule can be made by the Department Director when travel in toll/express lanes is deemed necessary to the City business being conducted).
  - b. Charges for necessary fax/printing services and internet usage.
  - c. Business telephone calls, if the purpose of the call directly relates to official City business. These calls should be brief, necessary, and directly related to the business travel of the employee.
  - d. The cost of personal care attendant services required by disabled travelers in order for them to travel. These costs may include fees and travel expenses of the attendant. The maximum reimbursement will be set by the Director of Finance prior to the trip.
3. Miscellaneous expenses that are **NOT** reimbursable include, but are not limited to:
  - a. Cost of alcoholic beverages
  - b. Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes, vehicle, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled person
  - c. Entertainment expenses, radio or television rental and other items of a similar nature
  - d. Taxi fares, motor vehicle rental expenses, and other transportation costs to or from places of entertainment and other non-City business locations
  - e. Cost of personal trip insurance (e.g., personal accident insurance); and medical and hospital services

- f. Personal telephone calls
- g. Out-of-pocket charges for vehicle service calls due to negligence of the employee. Examples include charges for the delivery of fuel, retrieval of keys from locked vehicles, jump-starting vehicles when the lights have been left on, etc.
- h. Fines from appropriate jurisdictions for all parking tickets, citations or infractions received while operating a vehicle on state business. Payment of fines and citations under these circumstances is the sole obligation and responsibility of the traveler and is not to be reimbursed or paid by the City.

### C. Use of Motor Vehicles

1. When driving on official business, authorized City drivers must have their driver's license, recognized as valid under Washington State law, in their possession.
2. City-Owned Motor Vehicles
  - a. City-owned motor vehicles are to be used only on official business. Limited reasonable use of a City-owned vehicle for the purpose of obtaining meals while in travel status is considered official business.
  - b. Transporting unauthorized passengers in a City-owned vehicle is not allowed. Unauthorized transportation means any transportation of passengers not specifically authorized by the travel approver in the performance of official business, and includes, but is not limited to family members, relatives, friends, and pets.
  - c. Employees are personally responsible for parking tickets, moving violations, etc., while using a City-owned or operated passenger motor vehicle.
3. Reimbursement for use of Privately Owned Motor Vehicles (POVs)
  - a. City-owned vehicles, if reasonably available, should be used instead of POVs. Directors may authorize use of POVs when City-owned vehicles are reasonably available only when the use of the POV is determined to be most economical and/or advantageous method to the City.
  - b. When multiple employees travel to the same destination, carpooling is expected. Directors may authorize POV reimbursement only for the number of vehicles reasonably required to carry staff to the destination. The use of POVs for personal convenience will not be reimbursed.
  - c. Employees are reimbursed for the use of a POV at the rate specified in Office of Financial Management Travel Regulations, Chapter 10.90.20.
  - d. Only one employee is reimbursed for using a POV when two or more travel in the same vehicle on the same trip.

- e. When driving a POV on official business, employees will comply with the state of Washington's liability insurance laws, Chapters 46.29 and 46.30 RCW. If an accident occurs, the employee's individual insurance is primary and will be used before the City's possible provision of any excess liability protection.
- f. Transporting unauthorized passengers in a POV while the City employee or official is on official business is a personal decision. The City will not provide excess liability protection to unauthorized passengers in the event of an accident.
- g. The City will not reimburse employees for out-of-pocket costs for parking tickets, moving violations, or damages and deductibles relating to privately owned vehicles used on official business
- h. Employees who receive a car allowance will not be eligible for reimbursement for use of a POV.

#### 4. Rental Vehicles

- a. Use of a rental vehicle must be approved in advance by the department Director. Arrangements for vehicle rentals must be made by the employee's department.
- b. Employees may make their own arrangements when the need for a rental vehicle is unanticipated. Justification for the rental must be attached to the travel reimbursement request before reimbursement will be made.
- c. Employees must submit rental vehicle receipts with their travel expense voucher in order to be reimbursed.
- d. City-rented or leased motor vehicles are to be used only on official business. Limited reasonable use of a City-rented or leased motor vehicle for the purpose of obtaining meals while in travel status is considered official business.
- e. Transporting unauthorized passengers in a POV while the City employee or official is on official business is a personal decision. The City will not provide excess liability protection to unauthorized passengers in the event of an accident

#### 5. Motor Vehicle Accidents

##### Injury Accident

Employees should take the following steps if there are injuries or claims of injury to either the employee or other parties involved in the accident:

- a) Take whatever steps are necessary to protect yourself from further injury.
- b) Call 911 and notify local city police or sheriff's department. Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.

- c) Assist any injured party, giving only the first aid you are qualified to provide.
- d) Provide factual information about yourself and the vehicle to the other driver(s), e.g., name, employer, phone numbers, etc.
- e) Do not discuss your actions with parties other than law enforcement. Do not admit fault to other parties or make any statements about the City's response to the accident, financial or otherwise.

#### Reporting the accident (injury & non-injury)

If a motor vehicle accident takes place, refer to and follow the reporting guidance detailed in the City of Marysville's Accident Prevention Program which can be found on the intranet under 'Safety/Training'. All incident and accident reporting forms can be found in Target Solutions under the File Center.

### **Coffee and Light Refreshments**

- A. For City purposes, coffee is any non-alcoholic beverage such as coffee, tea, soft drinks, juice, or milk. For City purposes, light refreshment is an edible item that may be served between meals such as doughnuts, rolls, and fruits/vegetables.
- B. Department Directors may approve the serving of coffee and light refreshments in the conduct of official City business at certain City-sponsored meetings. This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the Department Director, where:
  - 1. The purpose of the meeting is to conduct City business, provide formal training sessions that benefit the City, or recognize employee accomplishments; and
  - 2. The coffee and/or light refreshments are an integral part of the meeting or training session; and
  - 3. The City obtains an itemized receipt for the actual costs of the coffee and/or light refreshments; and
  - 4. The meeting or training session takes place away from the employee's or official's regular workplace (regular workplace does not include meeting and conference rooms); and
  - 5. The City employee responsible for the meeting receives approval for the serving of coffee and/or light refreshments prior to the event.
- C. Coffee and/or light refreshments will not be approved in the following situations:
  - 1. Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom the City is not legally authorized to reimburse.

- D. Documentation of approval is required. The documentation should provide support for the authorization, including:
1. The names of the City employees attending the meeting (includes conferences, conventions, and formal training sessions), and
  2. The purpose of the meeting or expenditure.