

RESOLUTION NO. 2014-15

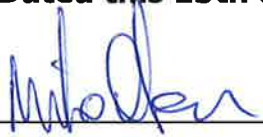
**A RESOLUTION BY THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A POLICY FOR MEALS WITH MEETINGS**

WHEREAS, to establish guidelines to authorize reimbursement for allowable cost of meals per RCW 43.03.050(3) while attending an official business meeting or training on behalf of Mason Transit Authority or for providing meals at formal meetings or trainings conducted by Mason Transit Authority.

WHEREAS, meals will be reimbursed at a not to exceed per diem rate as described in Section 10.90 of the State Administrative and Accounting Manual.

NOW THEREFORE BE IT HEREBY RESOLVED, by the Mason Transit Authority Board that the Policy for Meals with Meetings which is attached hereto as Exhibit A and incorporated herein be established and adopted.

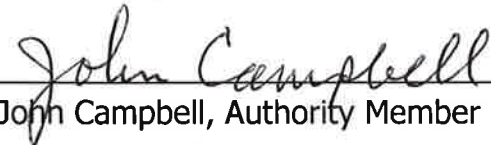
Dated this 15th day of July, 2014.



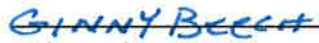
Mike Olsen, Chair



Deborah Petersen, Vice-Chair



John Campbell, Authority Member

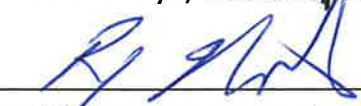


Mike Felton, Authority Member



Terri Jeffreys, Authority Member

Rick Johnson, Authority Member



Randy Neatherlin, Authority Member

Tim Sheldon, Authority Member



Cheryl Williams, Authority Member

APPROVED AS TO CONTENT:



Brad Patterson, General Manager

APPROVED AS TO FORM:



Robert W. Johnson, Legal Counsel

ATTEST:



Jeri A. Wood, Clerk of the Board

DATE:

7/15/14



Title:	Meals with Meetings Policy
Number:	404
Effective:	August 1, 2014
Cancels:	N/A
Prepared by:	Danette Brannin, Finance/IT Manager
Approved by:	Authority Board Resolution No. 2014-15

POL-404 MEALS WITH MEETINGS POLICY

This policy applies to all Mason Transit Authority (MTA) employees, Mason Transit Authority Board and Mason Transit Advisory Board.

1.0 Purpose

The purpose of this policy is to establish guidelines to authorize reimbursement for allowable cost of meals while attending an official business meeting or training on behalf of MTA when employees are not in travel status or for providing meals at formal meetings or trainings conducted by MTA. It also establishes guidelines for emergency events, such as natural disasters or other unplanned event, as described in the MTA Employee Handbook, Section Two and for unscheduled after-hours work events.

2.0 Appropriate Meal Reimbursement or Allowance

Reimbursement or allowance for meal cost is not to exceed applicable per diem rates as described in Section 10.90 of the State Administrative and Accounting Manual.

Meal cost per individual attendee for meetings and trainings conducted by MTA will not exceed applicable per diem rates as described in the State Administrative and Accounting Manual, Section 10.90 Non High-Cost Locations.

When attending a meeting for the purpose of representing MTA that is being held or sponsored by a non-state organization, the actual cost of the meal, as evidenced by a receipt, is eligible for reimbursement as long as the meal is in an integral part of the meeting. An example of an appropriate event would be a chamber luncheon.

Because of an emergency or unplanned event an employee must remain at his/her workstation, reimbursement of the actual cost of a meal will be allowed, with manager approval, which is to include:

- The basic cost of a meal; and
- Any applicable sales tax; and
- A reasonable (15% to 20%) tip or gratuity

As long as the reimbursement does not exceed the per diem rates as described in Section 10.90 of the State Administrative and Accounting Manual.

See Also: POL-403, POL-402, POL-401, Employee Handbook, State Administrative and Accounting Manual



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3.0 Policy

Per RCW 43.03.050(3), meals may be reimbursed for certain business meetings or trainings when not in travel status where:

- The purpose of the meeting or training is to conduct MTA business; and
- The meeting or training session takes place away from the employee’s regular workplace; and
- Prior approval is received.

Additionally, meals may be provided during meetings and trainings conducted by MTA regardless of travel status where:

- It is advantageous to MTA to conduct the meeting or training during a meal period; and
- The meeting or training session occurs outside the normal daily business of the employee; and
- An agenda and sign-in sheet are prepared; and
- Appropriate approval is obtained prior to meeting or training.

MTA is not required to provide meals at meetings.

4.0 Non-reimbursed Meals

Reimbursement for meal expenses incurred while the employee is at his/her official workstation or residence is prohibited, except in emergency situations or other unplanned events with prior approval.

Employees will not be reimbursed for meals where no meal expense is incurred due to the meal being furnished as part of the meeting or training.

Mason Transit Authority shall not fund “hosting” activities that are intended either to lobby a legislator or a governmental official or are to be a social rather than a governmental business event.

Meals for team meetings, welcoming new staff or other employee activities outside of the Annual All-Staff meeting would not normally be provided using MTA funds.



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5.0 Responsibilities

The person attending the meeting or training must fill out appropriate forms to receive approval and submit an Expense Reimbursement form to be reimbursed. If actual cost is being reimbursed, a detailed receipt must be attached. If per diem is being reimbursed, a supporting per diem document for area in which meeting or training took place must be attached to the Expense Reimbursement form as well as an agenda from the meeting or training.

For meetings or training provided by MTA, the organizer must submit the following:

- Prior approval must be obtained by filling out a Request for Approval – Light Refreshments and Meeting Meals.
- An agenda and sign in sheet must be prepared. Employees attending must sign in to show attendance.
- A receipt must be obtained for the actual costs of the meal(s).
- The purpose of the meeting must be noted on the receipt or purchase log.
- All other policies and procedures for purchasing on behalf of MTA must be followed. For example, if using a MTA credit card, a purchase log must be completed.



Request for Approval – Light Refreshments and Meeting Meals

Instructions: Fill out form and obtain approval from General Manager or designee prior to meeting or training. Submit to Finance after meeting or training with receipt and agenda and sign-in sheet, if applicable.

Type of Activity To Be Held:	
<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Board Meeting <input type="checkbox"/> Other:	
Date(s) and Time(s) of the Activity:	
Purpose, Objective and/or Accomplishments of the Activity in support of MTA: (Please give complete description)	
Name and Title of Person Responsible for the Activity:	
Name: _____	Title: _____
Location of Activity:	
Name of Facility: _____	Address: _____
Estimated Number Attending: _____	
Estimated Cost: _____	
Team and Account Code to be Charged: _____	
Signature and Date of Requestor:	
_____	Date: _____
Approval:	
Name: _____	Date: _____
Signature: _____	Position: _____