

Eastern Washington University  
Meals and Light Refreshments -- Allowable and Non-allowable Activities

	<b>Meals</b>	<b>Light Refreshments</b>
<b>Allowable</b>	<ul style="list-style-type: none"> <li>* Meals for qualified search committee members (not students) when interviewing a prospective employee candidate</li> <li>* Off-campus meetings an employee is required to attend in an official university capacity</li> <li>* Approved University retreats</li> <li>* Meetings with external constituents (e.g., inter-institutional, inter-agency staff).</li> <li>* Non-routine employee training</li> <li>* Meals for volunteers when they contribute directly to the meeting or training session</li>   <li>* Events where fees are collected to cover the meal expense</li> </ul>	<ul style="list-style-type: none"> <li>* Light refreshments for search committee members when interviewing a prospective employee candidate</li>   <li>* Cabinet level briefing/meetings</li> <li>* Approved University retreats</li> <li>* Meetings with external constituents (e.g., inter-institutional, inter-agency staff).</li> <li>* Non-routine employee training</li>   <li>* EWU Board of Trustee meetings</li>   <li>* Student recruitment functions as administered by Student Affairs</li> <li>* Employee recognition ceremonies intended for all university, not departmental</li> </ul>
<b>Non-Allowable</b>	<ul style="list-style-type: none"> <li>* Normal daily business</li> <li>* Staff/departmental meetings</li> <li>* Social events/reception buffets/meet and greet occasions</li> <li>* Speaker receptions</li> <li>* Anniversaries of units</li> <li>* Anniversaries of individual employees</li> <li>* Retirements</li>   <li>* Elections</li> <li>* Any "hosting" activity</li> <li>* Graduations/convocations/honors/recognition ceremonies</li> <li>* Student/Parent orientations not associated with recruitment</li> <li>* Memorial services</li> <li>* Building dedications</li> <li>* Open houses</li> <li>* Recruiting events</li> <li>* Meals for non-employees, e.g., students</li> </ul>	<ul style="list-style-type: none"> <li>* Normal daily business</li> <li>* Staff/departmental meetings</li> <li>* Social events/reception buffets/meet and greet occasions</li> <li>* Speaker receptions</li> <li>* Anniversaries of units</li> <li>* Anniversaries of individual employees</li> <li>* Retirements</li>   <li>* Elections</li> <li>* Any "hosting" activity</li> <li>* Graduations/convocations/honors/recognition ceremonies</li> <li>* Student/Parent orientations not associated with recruitment</li> <li>* Memorial services</li> <li>* Building dedications</li> <li>* Open houses</li> </ul>

**Meals** include items such as sandwich trays, pizza, and salad bars.

**Light refreshments** include non-alcoholic beverages (e.g., tea, coffee, soft drinks, juice) and snack items (e.g., doughnuts, cookies, sweet rolls, pieces of fruit or cheese).

**Meals and/or light refreshments must be an integral part of the meeting/training** - an activity within a meeting that is essential to completeness of the meeting, i.e., speaker during lunch or business discussion through lunch period per formal agenda. Certain situations require the meeting to be at least 2 hours in length.

For the complete policy, visit <http://www.ewu.edu/x3186.xml>