

FOOD SERVICE POLICY AT THE PRESIDENT'S RESIDENCE

April 15, 2004

GENERAL STATEMENT

The President of the University of Washington is required to live in the President's residence as a condition of employment. The residence is considered part of the University's campus and is the focal point for much official business including entertaining other members of the University community, dignitaries, community, national and world leaders. A staff is maintained at the residence to oversee the daily activities and help maintain the property. As part of their duties, they purchase, prepare, and serve the food required for such occasions. All costs for these University events are paid by the University.

The staff also provides most food service for the President and the President's family on a daily basis, and, occasionally, for personal entertaining by the President unrelated to official duties. This food service includes shopping for food and/or preparing and/or serving meals. ***It is the policy and intent of the University that the President reimburse the University for food service not part of official University events. The cost to be reimbursed reflects the additional food cost and time spent by the staff in purchasing the food and/or preparing and/or serving the meals.*** Reimbursement also avoids the issue of additional taxable compensation on the value of personal meals provided. The rates used to reimburse the University for personal meals and snacks are reviewed and updated annually by the University's Financial Management division and are shared with the University's Director of Audits.

FOOD SERVICE NOT PART OF OFFICIAL EVENTS

- ***Food service for the President and immediate family (spouse, President or spouse's parents, children or grandchildren)***

The rate for each meal provided consists of the food cost (based on the United States Department of Agriculture (USDA) "Cost of Food at Home" statistics) and an estimate of the cost to purchase and/or prepare and/or serve the meals by the staff. Staff time is excluded when meals are prepared by the President or immediate family using University food stock. A standard rate is also used to reimburse the University for snacks served between meals.

- ***Food service supported by staff when hosting friends and guests***

Recognizing that the meals served for entertaining guests carries a greater cost than meals served daily to the President and President's family, a separate rate schedule is used for determining the amount to be reimbursed. The schedule considers the amounts charged by the Governor's Office for similar activities, and is detailed by general type of event (lunch, reception, etc.). The rates include supplies and staff time related to food purchase, food preparation, meal service, accessories and nonalcoholic beverages. All efforts should be made to schedule these events in advance so that the staff schedule can be accommodated.

- ***Food service NOT supported by staff***

No reimbursement to the University is required when food is purchased and paid directly by the President, and University staff do not prepare or serve the meal.

APPROVED
Executive Ethics Board

Date: 5/14/04