**MEETING, LIGHT REFRESHMENT APPROVAL FORM**

 Washington State Department of Ecology

This form is to be submitted to the Ecology Project Manager for approval prior to any event where it is anticipated that Ecology will reimburse costs for room or facility rent, coffee, light refreshments, speaker cost, and other related costs.

Please note: All Ecology grant and loan Recipients must meet requirements of both Ecology’s travel policy, and the Administrative Requirements for Recipients of Ecology Grants and Loans (2017 Yellow Book).

Grant Agreement Number:

Date of Request:

Date(s) of Event:

Title of Event:

Grant Recipient:

Name of Requesting Person:

Location of Event:

Number of Attendees Expected:

Purpose of Event:

Description and Estimated Costs of (Check all that apply. Provide description and estimated costs):

[ ]  Non-alcoholic beverages: (Specify) $(Enter Estimated Cost)

[ ]  Light refreshments: (Specify) $(Enter Estimated Cost)

[ ]  Facility rental fee: (Specify) $(Enter Estimated Cost)

[ ]  Other: (Specify) $(Enter Estimated Cost)

Justification for why coffee / light refreshments are provided during the meeting (why a break sufficient for attendees to purchase personal meals is not being provided). Use additional page if necessary.

(Enter Justification here)

After the event and when submitting a Payment Request/Progress Report, please include a copy of the event agenda and attendance log with this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient Project Manager Date

For Ecology Project Manager: [ ]  Approved [ ]  Not Approved

 Ecology Project Manager Date