

WAC 142-40-030 Promotional hosting. The implementation of the rules governing promotional hosting expenditures for the Washington dairy products commission shall be as follows:

(1) Budget approval. Commission expenditures for agricultural development, trade promotion, and promotional hosting shall be pursuant to specific budget items in the commission's annual budget as approved by the commission and the director.

(2) Officials and agents authorized to make expenditures. The following officials and agents are authorized to make expenditures for agricultural development, trade promotion, and promotional hosting in accordance with the provisions of these rules:

- (a) Commissioners;
- (b) Administrators;
- (c) Executive management staff.

Individual commissioners shall make promotional hosting expenditures, or seek reimbursements for those expenditures, only in those instances where the expenditures have been approved by the commission.

(3) Payment and reimbursement. All payments and reimbursements shall be identified and supported by receipts in accordance with the reimbursement policies of the commission. Advance payment of expenses is not permitted. In the event that a vendor requests advance payment for goods or services, commission members should engage a staff supervisor for proper handling of funds. Expense reports and reimbursement requests shall require the following information:

- (a) Name and position of each person hosted, provided that in case of a group of ten or more persons, then only the name of the group hosted shall be required;
- (b) General purpose of the hosting;
- (c) Date of hosting;
- (d) Location of the hosting;
- (e) To whom payment was or will be made;
- (f) Authentication by person seeking payment or reimbursement.

(4) The chair of the commission, executive director, and commission staff, as authorized in writing by the executive director, are authorized to approve direct payment or reimbursements submitted in accordance with these rules, provided that the chair, executive director, and commission staff are not authorized to approve their own direct promotional hosting payments or promotional hosting reimbursements.

(5) The following persons may be hosted when it is reasonably believed such hosting will promote agriculture development, promote trade, cultivate trade relations, or aid in the marketing, advertising, or sales of milk and other dairy products, provided that such hosting shall not violate federal or state laws including, but not limited to, state or federal ethics or conflicts of interest laws:

- (a) Individuals from private business, associations, commissions, and accompanying staff and interpreter(s);
- (b) Members of the media and accompanying staff and interpreter(s);
- (c) Foreign government officials and accompanying staff and interpreter(s);
- (d) Federal, state, or local officials, provided that lodging, meals, and transportation will not be provided when such officials may obtain reimbursement for these expenses from their government employer;
- (e) The general public, at meetings and gatherings open to the general public;

(f) Commissioners and employees of the commission when their attendance at meetings, meals, and gatherings at which the persons described in (a) through (e) of this subsection are being hosted, will promote agricultural development, promote trade, cultivate trade relations, or aid in the marketing, advertising, or sales of Washington milk and other dairy products.

(g) Spouses, partners, or significant others of the persons listed in (a) through (d), and (f) of this subsection when attendance of such spouse, partner, or significant other is customary and expected or will serve to promote agricultural business development, promote trade, cultivate trade relations, or aid in the marketing, advertising, or sale of Washington milk or other dairy products.

[Statutory Authority: RCW 15.44.038, 15.44.060, and chapter 34.05 RCW. WSR 20-13-026, § 142-40-030, filed 6/9/20, effective 7/10/20. Statutory Authority: RCW 15.04.200. WSR 92-14-035, § 142-40-030, filed 6/24/92, effective 7/25/92.]