

**WAC 390-20-020A L-2 Reporting guide.
For Entertainment, Receptions, Travel and Educational Expenditures**

Typical Expenditures* (Only permitted if receipt could not reasonably be expected to influence the performance of the officer's or employee's official duties.)	Itemize Expense?	Give Copy of Monthly Expense Report or Memo Report to Elected Official?
Entertaining State Officials, Employees or Their Families:		
<input type="checkbox"/> Any type of entertainment occasion costing \$100 or less	No	No
<input type="checkbox"/> Breakfast, lunch or dinner for legislator or other state official or employee (singly, or in conjunction with family member(s)) and total cost for occasion is: ◦ \$100 or less ◦ More than \$100, and amount attributable to legislator/family is more than \$100	No Yes	No Yes
<input type="checkbox"/> Tickets to theater, sporting events, etc.	Yes	No
<input type="checkbox"/> Golf outing	Yes	No
Receptions:		
<input type="checkbox"/> Reception to which the entire legislature, all members of a chamber, or any of the two largest caucuses recognized in each chamber are invited and is: ◦ Sponsored by a person other than a lobbyist; ◦ Attended by individuals other than legislators, lobbyists, and lobbyist employers; ◦ A social event; and ◦ Does not include a sit-down meal.	Yes Disclose list of attendees (submitting sign-in sheet is sufficient). A per-person cost is not required	No
<input type="checkbox"/> All other receptions	Yes	Yes, if the food and beverage cost for the legislator and family members exceeds \$50
Travel-Related Expenditures for Officials, Employees:		
<input type="checkbox"/> Travel, lodging, meals for office-related appearance or speech at lobbyist employer's annual conference	Yes	Yes
<input type="checkbox"/> Travel, lodging, meals for office-related tour of lobbyist employer's manufacturing plant or other facility	Yes	Yes
Educational Expenditures for Officials, Employees:		
<input type="checkbox"/> Travel, lodging, meals, tuition to attend seminar sponsored by nonprofit organization	Yes	Yes
Other Lobbying-Related Items:		
<input type="checkbox"/> Flowers costing any amount to officials, staff and/or family	No	No
<input type="checkbox"/> Candy costing \$100 or less per official or employee	No	No
<input type="checkbox"/> Golf balls, coffee cups or other promotional items	No	No
<input type="checkbox"/> Fruit baskets costing \$100 or less per official or employee	No	No

Note: References to employees or staff do not constitute authority to provide impermissible items to regulatory, contracting or purchasing employees.

[Statutory Authority: RCW 42.17A.110, 42.17A.125, 42.17A.615, and 42.17A.640. WSR 24-01-028, § 390-20-020A, filed 12/8/23, effective 1/8/24. Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-20-020A, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110 and 42.17A.615(4). WSR 15-01-064, § 390-20-020A, filed 12/11/14, effective 1/11/15.]