



Special Meals

Jessica Hodgkins

Accounts Payable & Travel

Special Meals

- Effective July 1, 2024, special meals should not be served at brief meetings, routine meetings, particularly meetings that could be scheduled at times other than mealtimes.
- This change is reflected in PM-13 University Travel Regulations, in alignment with the Louisiana Division of Administration's State Travel Policy, PPM-49.

Special Meal Criteria

- **Candidates for employment** at the University who are being hosted at a meal by university personnel. The number of university personnel participating should be kept at a minimum.
- **Guest lecturers, visiting scholars and other visiting dignitaries or executive-level individuals from other governmental units, business, or industry and individuals providing identified gratuity services to the University.** This explicitly does not include normal visits, meetings, reviews, etc. by Federal/State representatives.
- **Extraordinary situations when University employees are required to work more than a 12-hour day or 6-hour weekend** when such are not normal working hours, to meet crucial deadlines or handle emergencies.
- **All-day events** (workshops, faculty/staff retreats, trainings, etc.) with a detailed agenda which supports the event.

Special Meals

- Student Events
 - Special meals provided at student events/programs, activities or functions in support of student enrichment, student engagement, and enhancement of the students' experience **are not included** in the special meal change.
 - Note: Business office activities to prepare for student events are not considered an allowed event.

- Events Funded by Participant Registration Fees
 - Special meal events funded by participant registration fees **are not included** in the special meal change. Registration fees cover the cost of the meals which is acceptable.

- Events Funded by Grants
 - Special meal events charged to grant funds must meet one of the criteria. Once a criteria is satisfied, the grant account must allow for the special meal (i.e., specifically listed in the sponsor's approved budget/budget justification).

AS499, Request for Approval of Special Meal

- The AS499 should be completed in its entirety with a complete justification for the event, without the use of acronyms
- Full names and affiliations are required for attendees when a guest list is required

- Special Meal Reporting
 - Higher Education Institutions must send a special meals report to the entity's management board on a quarterly basis.
 - AS499 form with event justification is pertinent to generate the report
 - First report is due November 15

Invoice Processing and Special Meals

- Fall 2024 Training Schedule (Zoom)
 - ▣ 09/17/2024: 9:30 AM
 - ▣ 10/15/2024: 1:30 PM
 - ▣ 11/19/2024: 9:30 AM
 - ▣ 12/16/2024: 1:30 PM
- To register for a training, please go to LSU Training and Event Registration located on myLSU.