

## **What are Special Meals?**

### **PPM49 defines Special Meals as:**

Special meal needs are infrequent, extraordinary, and/or emergency situations when state employees are required by their supervisor to work more than a twelve-hour weekday or six hours on a weekend. Special meals also include meals provided during working meetings of department staff. Special meals do not include normal visits, meetings, or reviews. **Special meals should not be served at brief meetings, particularly meetings that could be scheduled at times other than meal times.**

Additionally, Special Meals must have prior approval from the Commissioner of Administration for all state agencies other than higher education. The entity head of higher education institutions or his/her designee may approve special meals prior to the meal date. Special meals should be placed on a state-issued credit card.

Lastly, **all Special Meals must have a sign-in sheet.**

**The special meal must be approved in advance, prior to the event.** Approval is obtained through the Special Meal Request form. This form needs to be completed whether the meal is being paid for via P-Card or Supplier Invoice Request. Once the form is completed and fully signed, it must be sent to the Accounts Payable-Travel Office.

Meals/supplies must stay within the allowed per diem set by the GSA by location of the event. For example; the GSA per diem for Hammond, LA is \$16.00 for Breakfast, \$19.00 for lunch, and \$28.00 for Dinner. So, if a special meal is for Lunch, then the per person amount cannot exceed \$19.00 per person, including tax (excluding State of Louisiana tax) and tip.

### **Payment:**

Payment for said meal(s) or supplies should **not** be paid out of one's pocket to be later reimbursed. This practice is outside of Purchasing Regulations and should only be done in **emergency situations**.

If the total cost is up to \$1,000, you are required to use the P-Card.

For meals over \$1,000, a Purchase Requisition must be completed with the "Request for Special Meals" form with all approvals as an attachment.

If the total cost of the meal is over \$10,000 three bids must be received, and the lowest bidder used. The original invoice from the vendor plus a list of all participants with signatures must be sent to the Controller's Office for reimbursement. This process is not needed **ONLY IF** Aramark is the supplier.

## **How to code in Workday:**

Use the 'Special Meal' Business Purpose and 'Supplies – Special Meals (540242)' Expense Items when creating the Expense Report/Purchase Order.

If the meal did not qualify as a Special Meal use the 'Other Expenses' Business Purpose and 'Food Supplies (540240)' Expense item instead.

## **Examples and details for why the 'meal' is or is not a Special Meal:**

1. My organization is hosting a hotdog stand at Strawberry Jubilee.
  - a. This is **NOT** a Special Meal. Why? Strawberry Jubilee is a campus-wide event and is open to all students/faculty/staff.
2. My department is hosting a training to teach faculty/staff new Workday processes and our department head is providing lunch.
  - a. This **IS** a Special Meal. Why? Two reasons: 1. The training is providing a meal, not a snack. 2. This training is only for a certain/singular department so it is not open to all of campus.
3. The Living Learning Community I oversee is holding an End of end-of-semester hot Cocoa party.
  - a. This **COULD BE** a Special Meal. The details of this event will determine if this is a Special Meal:
    - i. This **'IS'** a special meal if it's only for a certain/singular group of people and it is not open to all of campus.
    - ii. From there if a meal is served at this event then it **'IS'** a Special Meal.
    - iii. Alternatively, if only snacks are served then this is **'NOT'** a Special Meal. Snacks would be considered things like hot cocoa & cookies, chips & dip, pastries & coffee, etc.



## Request for Special Meals

\_\_\_\_\_  
Name of Requester

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Title of Requester

\_\_\_\_\_  
Department FAX #

\_\_\_\_\_  
Email of Requester

\_\_\_\_\_  
Charge to Budget Unit#

\_\_\_\_\_  
Date of Event:

Will be paid with P-Card? Yes      No

\_\_\_\_\_  
Purpose of the special meal:

Provide justification for the necessity and appropriateness of the meal:

Provide detailed breakdown of all expenses:

Provide a list of all persons for whom the meal is being requested: (attach additional sheet if necessary)

Name

Title

\_\_\_\_\_

\_\_\_\_\_

\*All special meals must be coded to account #540242.

**I certify that the special meal provided is in accordance with the “Guidelines for Special Meal Reimbursement” and PPM 49, Louisiana Travel Guide.**

\_\_\_\_\_  
Signature of Requester/Responsible Party

\_\_\_\_\_  
Date of Request

### Approvals:

\_\_\_\_\_  
Budget Unit Head

/Date

\_\_\_\_\_  
Dean (if applicable)

/Date

\_\_\_\_\_  
Provost/Vice President

/Date