


DATE: September 18, 2008

TO: Tammy Bourg
Interim Provost and Vice President for Academics

Stephen Smith
Vice President for Administration & Finance

FROM:  John Crain
Interim President

SUBJECT: Approvals for Special Meal Requests

The Commissioner of Administration for the State of Louisiana has authorized University Presidents to approve special meal requests as outlined in PPM 49. University Presidents may further delegate their authority to a designated Provost and/or Vice President. I am giving you authority to approve special meal requests in lieu of the President as outlined by the travel regulations. This does not give you the authority to approve special meals outside of the travel regulations.

c: Nettie Burchfield