

## **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.

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.

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 \$13.00 for Breakfast, \$15.00 for lunch, and \$26.00 for Dinner. So, if a special meal is for Lunch, then the per person amount cannot exceed \$15.00 per person, including 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