



Guidelines for Special Meal Reimbursement

A “special meal” request must be made under the following conditions:

- The meal is provided as a matter of extraordinary courtesy or necessity.
- The meal is appropriate and in the best interest of the state.
- The meal is not reimbursable otherwise or not available from another source (i.e. developmental funds)
- The special meal must be *approved in advance, prior to the event*.

“Special Meals” are permitted for the following circumstances:

- a. Visiting executive-level dignitaries from other governmental agencies or persons providing gratuitous services to the state. This *does not* include normal visits or meetings.
- b. Under *extraordinary situations* when employees are required by their supervisor to work more than a twelve-hour weekday (six-hour weekend). This *does not* include normal working hours to meet deadlines or for emergencies.
- c. A working departmental staff meeting if **prior approval** from the “agency department head”, the President of the University or his designee, and it is in accordance with the conditions above.

Meal cost will be reimbursed in accordance with Tier I, in state meal cost of Section VII-C of PPM 49, Louisiana Travel Guide.

A “Request for Special Meals” must be completed and **approved prior to an event** to qualify for reimbursement. This form can be accessed through the url below:

http://www.selu.edu/admin/controller/facultystaff/travel/forms/special_meal.pdf

A Purchase Requisition must be completed with the “Request for Special Meals” form with all approvals as an attachment. If the total cost is up to \$1,000, you are required to use the P-Card. In the case that the P-Card is used, the “Request for Special Meals” form must be submitted along with the P-Card “Purchasing Log”.

If the total cost of the meal is over \$1,000 and up to \$2,000, 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.

Example of special meal allowed for University guests

Purpose of the special meal: To provide refreshments for the College of Business Academic Honors Convocation.

Justification/Benefits: Appropriate recognition of students' academic accomplishments has a positive impact on academic reputation and future student recruitment.

Example of special meal allowed for an employee

Purpose of the special meal: To provide dinner for an employee required to work 13 hours on June 30 in order to close out financial records at the end of the fiscal year.

Justification/Benefits: closing out the financial records at the end of the fiscal year in a timely manner is required by State law. Failure to do so could subject the University to an audit finding.

Example of special meal allowed for required staff meeting

Purpose of the special meal: To provide lunch during staff meeting.

Justification/Benefits: Department Head attempted on a number of occasions to have a staff meeting during normal business hours. The only mutually agreed upon time was during the lunch hour.