



REQUEST FOR APPROVAL OF SPECIAL MEAL

AS499

Please follow the AS499 Instructions when completing this document.

Request Date _____

1	Host Individual/Group		
2	Host's Department		
3	Contact	Phone	E-mail
4	Date of Event	Time of Event	
5	Event Location		
6	Campus Catered Event <input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer: <input type="checkbox"/> Chartwells <input type="checkbox"/> Other _____ (Caterer name must be provided)	
7	# of Guests Invited	<i>Type of Meal</i>	
		<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
		<input type="checkbox"/> Buffet Reception - Dinner	<input type="checkbox"/> Reception <input type="checkbox"/> Refreshments
		<i>For a sit down meal, attach a Guest List including name, organization & affiliation with LSU.</i>	
8	What is the Menu?		
9	<i>Estimated Cost</i>		
	Per Person*	# Guests	# Days
	Total Cost		
	*For meals that exceed the state allowance, the overage amount should be paid with private or Foundation funds.		
	Please indicate how the overage will be paid: <input type="checkbox"/> Personal Check <input type="checkbox"/> Foundation Acct # _____		
10	Program _____ Project _____ Gift _____ Grant _____ Add'l Worktags _____		
	**For restricted accounts Sponsored Program Accounting (SPA) approval is required.		
	SPA Approval _____ Spend Category _____		
11	Event's Purpose/ Benefit to LSU		

Guest List

Guest	Organization	Affiliation with LSU

Note: 1) Reimbursement for alcohol on University funds is prohibited.

2) Dine-In Special Meals are NOT allowed on LaCarte. The meal should be paid for with private funds and an Expense Report should be submitted for reimbursement.

APPROVALS	Signature	Title	Date
Requesting Dept			
Dean/Director or Dept Head/Chair			
Accounting Services			

AS499, "Request for Approval of Special Meal"

Instructions

This form should be completed and forwarded to the Accounts Payable & Travel division of the Office of Accounting Services where it will be reviewed for compliance with applicable law and policy. If the request is in compliance, the form will be approved and returned to the requesting department. If the request cannot be approved, the form will be returned to the requesting department with a memo of explanation as to why the request cannot be approved. **As a reminder, only one special meal can be reimbursed at the special meal allowance for a university guest.** If multiple meals must be provided for a guest, the subsequent meals will be reimbursed at the per diem rate for the guest only and there is no reimbursement provision for employees attending the subsequent meal, including the host employee.

The number of employees attending the special meal should be kept to a minimum.

Box

1 - 6 Self-explanatory.

Caterer	AS499 Required?	Is Competitive Pricing/Requisition Required?
Chartwells	Yes	No
Non-Chartwells	Yes	No, if Fund is not unrestricted FD100, FD101 & FD102* or restricted FD241, FD250**
Non-Chartwells	Yes	Yes, if Fund is unrestricted FD100, FD101 & FD102* or restricted FD241, FD250, and cost of meal >\$5000**

* FD100 Unrestricted Fund
FD101 Unrestricted Fund-Vet School
FD102 Unrestricted Fund Law School

** FD241 Restricted State and Local gifts
FD250 Restricted State and Local Grants and Contracts

For off-campus catering charged to a FDM worktag where the source of funds are unrestricted or restricted *and* the total cost of the meal exceeds \$5,000, this form must be attached to a Requisition in Workday. Please refer to the www.LSU.edu/administration/ofa/procurement/index.php for specific rules concerning the University's Procurement requirements.

7 # of Guests Invited – The number of persons invited to the event must be provided.

Type of Meal to be provided – These maximum allowances (per person) according to PM-13 must be adhered to:

1. **Meals** (sit-down or buffet) - must comply with PM-13 Special Meal criteria
 \$15 - Breakfast \$20 - Lunch \$20 - Buffet reception-Dinner \$35 – Dinner
 Note: 1) For a sit down meal, a Guest List including name, organization & affiliation with LSU must be provided.
 2) Reimbursement for alcohol on University funds is prohibited.
 3) Dine-In Restaurant Meals are NOT allowed on LaCarte.
2. **Refreshments** (limited to beverages and snack per morning & afternoon session)
 ➤ Self-catered & catered events - \$4.50 per person
3. **Receptions** (beverages & finger foods) - \$7 per person

8 & 9 Self-explanatory.

Note: If the meal exceeds the state allowance, the overage must be paid with private or Foundation funds.

10 FDM worktag: Program, Project, Gift, Grant, Spend Category – This form should be used only for events paid from University funds. For restricted funds, Sponsored Program Accounting approval is required. If the event is to be paid from Foundation funds, this form is not required. Such payment requests should be submitted to the LSU Foundation on a Foundation check Request, Form AS421. Also, special meals paid from registration fees using "Participant Travel" Spend category are not subject to the special meal allowances referenced in PM-13, University Travel Regulations.

11 Event's Purpose/Benefit to LSU – Event must meet one of the four special meal criteria, referenced in PM-13.

Notes

When Chartwells is the caterer and the invoice is not submitted for payment by the requesting department within 30 days of the invoice date, University Auxiliary Services (UAS) has the authority to use this approved form as authorization to submit the delinquent invoice for payment. The department's FDM Worktag indicated in Box #10 will be charged.

Approvals

The AS499 form should be approved by either the department head (or his/her designee) or the person with fiscal authority for the event AND a representative from the Office of Accounting Services prior to the event.