



UL Lafayette Special Meals Procedures

A. Purpose

- a. Special Meals Request is for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the University to use public funds for provision of a meal to a person(s) who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Expenses for spouses and children of employees may not be paid from university funds.
- b. Candidates for employment at the University who are being hosted at a meal by University personnel. The number of University personnel participating should be kept to a minimum.
- c. Guest lecturers, visiting scholars and other visiting dignitaries or executive-level individuals from other governmental units, business, or industry and individuals providing identified gratuity services to the University. This explicitly does not include normal visits, meetings, review, etc., by Federal or State representatives.
- d. Extraordinary situations when University employees are required by their supervisor to work more than a 12-hour workday or a 6-hour weekend when such are not normal working hours, to meet crucial deadlines or to handle emergencies.
- e. A Department Head may authorize a special meal within allowable rates to be served in conjunction with a working meeting.
- f. A student event where students, faculty, staff and the public are attending a University event that will enhance the recruiting efforts or the student experience of the University.

B. Special Meal Rates

- a. Allowances for Special Meals are as follows: Breakfast - \$10 per person, Lunch - \$15 per person, Dinner - \$30 per person, Refreshments - \$4.50 per person. Tips must be reasonable and not exceed 20%.
- b. Allowances for refreshments and receptions apply only to expenditures made for the benefit of a group of people at a meeting, conference or convention; allowances are not additional "meal provisions" provided to individuals in travel status. University employees should be included only to the extent that their official capacity would indicate their presence as desirable. Reasonable tip is allowed up to 20%.
- c. University-hosted Conferences (Both In-State and Out-of-State)
 - i. University sponsored conferences – Three (3) bona fide competitive quotes to include sleeping rooms, meeting rooms, meals and breaks, etc. must be solicited for conferences hosted by the University held off campus.
 - ii. Cost of lunch served in conjunction with State/University-sponsored in-state conferences may not exceed \$15, exclusive of tax and tip.

- d. Group refreshment expenditures for a meeting, conference or convention are limited to those incurred on behalf of the conference or convention and are not eligible reimbursement claims for individual travelers. Refreshments shall not exceed \$4.50 per person, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.
- C. All special meals must have prior approval from a University employee who has been delegated this authority on the University in order to be reimbursed.
- D. Requests to the University employee who has been delegated this authority for special meal authorization must be under signature of the employee assuming responsibility. The request must include:
 - a. Name and title of the employee requesting authority to incur expenses and assuming responsibility for such.
 - b. The purpose of the Special Meal and clear justification of the necessity and appropriateness of the request.
 - c. Names, official titles, and affiliations of all individuals for whom reimbursement of meal expenses is being requested. For student events, a list of invitees or members is sufficient.
- E. To request reimbursement, all of the following must be submitted by the authorized employee on PUR-113:
 - a. Original itemized receipts. In the case of use of an electronic receipt, a scan of this receipt is considered original. Receipt should include a detailed breakdown of all expenses incurred and how the payment was made.
 - b. Subtraction of cost of any alcoholic beverages.
 - c. Copy of approved PUR-109 from the individual who has been delegated this authority.
 - d. Listing of those attendees.
- F. To pay with the authorized employee's Lacarte card, all of the following must be submitted by the cardholder:
 - a. Original itemized receipts. In the case of use of an electronic receipt, a scan of this receipt is considered original. Receipt should include a detailed breakdown of all expenses incurred and how the payment was made.
 - b. No alcoholic beverages can be charged on the Lacarte card and is a violation of Lacarte policy.
 - c. Copy of approved PUR-109 from the individual who has been delegated this authority.
 - d. Listing of those attendees.

(3/7/18)