

## 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	Type of Meal					
		<input type="checkbox"/> Breakfast*	<input type="checkbox"/> Lunch*	<input type="checkbox"/> Dinner*			
		<input type="checkbox"/> Reception	<input type="checkbox"/> Refreshments				
<i>*Guest List or sign in sheet including name, organization &amp; affiliation with LSU is required.</i>							
8	What is the Menu?						
9	Estimated Cost						
	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 _____	Add'l Worktags _____				
	Gift _____	Grant _____					
<i>*Please make sure special meals charged to sponsored programs are allowable expenses on the sponsored program prior to making any arrangements and/or obtaining departmental approval.</i>							
	Spend Category	_____					
11	Event's Purpose/ Benefit to LSU						

**Guest List** *\*If guest is in travel status, Spend Authorization/ECM or AS516 form should be attached.*

Guest	Organization	Affiliation with LSU

Note: 1) Reimbursement for alcohol on University funds is prohibited.  
2) The use of the LaCarte card to purchase alcohol is prohibited.

Approvals	Signature	Title	Date
Requesting Dept			
Dean/Director or Dept Head/Chair			

## AS499, "Request for Approval of Special Meal" Instructions

The AS499 form should be fully completed and approved by the department prior to the event. The AS499 form should be attached to the invoice, expense report or America To Go (ATG) requisition in Workday. If the special meal is not in compliance, the department will be contacted to discuss how the payment will be handled.

**For University guests, only two special meals can be reimbursed at the special meal rate.** If multiple meals must be provided for a guest, the subsequent meals should be paid with private funds. There are no restrictions for attendee type (i.e., faculty/staff/student).

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

### **Box**

1 - 6 Event Location - Dine-in restaurant meals should be limited to interviewee/guests. If a campus catered event, an approved caterer must be used.

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

Type of Meal - 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

\$18 - Breakfast \$25 - Lunch \$45 - Dinner

- Note:
- A numbered guest List or sign in sheet including name, organization & affiliation with LSU must be provided for Breakfast, Lunch, and Dinner.
  - Reimbursement for alcohol on University funds is prohibited.
  - The LaCarte card can be used for dine-in restaurant meals, but the purchase of alcohol must not be included.

2. **Refreshments** (limited to beverages and snack per morning & afternoon session) - Self-catered & catered events - \$5.50 per person per session

3. **Receptions** (beverages & finger foods) - \$8 per person

8 & 9 If the meal exceeds the state allowance, the overage must be paid with private or Foundation funds.

Funding Source	AS499?	Spend Category	Notes
Event funded by University funds	Yes	<ul style="list-style-type: none"><li>• Special Meal - Business Meeting/Event (SC0103)</li><li>• Special Meal - Recruiting (SC0104)</li><li>• Special Meal - Refreshments (SC0070)</li><li>• Special Meal - Sponsored Programs (SC0105)</li></ul>	FDM worktag indicated on the AS499 must match the expense report, supplier invoice, or America To Go requisition in Workday.
Event 100% funded by registration fees	Yes	Event Expenses Funded by Participant Registration (SC0013)	The event is not subject to special meal allowances reference in PM-13, University Travel Regulations.
Event 100% funded by Foundation funds	No	N/A	Such payment requests should be submitted to the LSU Foundation on a Foundation Check Request.

11 Detailed event's Purpose/Benefit to LSU - Event must meet the special meal criteria, referenced in PM-13. If the event is a retreat or meeting a formal agenda must be attached to the AS499 form as supporting documentation.

### **Note:**

When Chartwells, known as LSU Dining, 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 the approved AS499 form as authorization to submit the delinquent invoice for payment. The department's FDM Worktag indicated in Box #10 will be charged.

LaCarte cannot be used as a payment method for Chartwells or Unique Cuisine.

### **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 prior to the event.

### **Documentation required to be attached to the Expense Report:**

- Approved AS499 - The form must be completed in its entirety with a detailed event purpose.
- Spend Authorization/ECM or AS516 form must be attached for University guests (i.e., visiting scholars, potential students, fellows, interviewees, contractors, etc.). A Spend Authorization/ECM or AS516 form is not required when the guest is not in travel status in which there are no travel expenses incurred. If Spend Authorization/ECM or AS516 form is not required, please indicate on the AS499 form.
- Itemized receipt
- Retreat/meeting agenda
- Numbered guest list or sign in sheet with affiliations required for Breakfast, Lunch, and Dinner