



Special Meals

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Accounts Payable and Travel

Special Meal Requirements

- Interview candidates
- University guest lecturers or visiting scholars
- Extraordinary overtime
- Business meeting

Special Meal rates

Meal	Maximum Allowed per Person
Breakfast	\$18.00
Lunch	\$25.00
Buffet Dinner Reception	\$25.00
Dinner	\$45.00
Refreshments	\$ 5.50
Reception	\$ 8.00

Form AS499

- The below table has been added to the instructions of the AS499 form to provide clarification on funding sources

Funding Source	AS499?	Spend Category	Notes
Event funded by University funds	Yes	<ul style="list-style-type: none">• Special Meal - Business Meeting/Event (SC0103)• Special Meal - Recruiting (SC0104)• Special Meal - Refreshments (SC0070)• Special Meal - Sponsored Programs (SC0105)	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.

Special Meal Worksheet



Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

SPECIAL MEAL WORKSHEET

AS499-WS

This worksheet is designed to assist with special meal arrangements to ensure the total amount for the event is within the special meal rates. If the event is related to University-hosted conference, a 'Yes' response to the question below must be selected and the appropriate lunch rate must be entered. The subtotals in the calculation are not inclusive of tax and gratuity.

Is this for a University-sponsored conference?

No

*PM-13 Section X. B. 1. c. - Conference Lunch Rate: Cost of lunch served in conjunction with University-sponsored conferences billed to the University shall not exceed the combined GSA meal rate for breakfast and lunch rates of the conference location. For example, if the GSA meal rates for New Orleans are \$17 for breakfast and \$18 for lunch, the conference lunch rate will be \$35.

Enter Conference Lunch Rate:

35.00

Date	Type of Meal	Max Rate Per Person	Number of Guests	Max Subtotal	Actual Charges	Overage Amount
7/20/2023	Dinner	45.00		0.00		0.00
				<u>0.00</u>		<u>0.00</u>

- This optional worksheet is to provide budget guidance for special meals

Special Meal Worksheet

- Department is hosting a two-day workshop on campus
- Day one meals to be provided: lunch, refreshments, dinner
- Day two meals to be provided: breakfast, reception

Special Meal Worksheet



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Date	Type of Meal	Max Rate Per Person	Number of Guests	Max Subtotal	Actual Charges	Overage Amount
7/20/2023	Lunch	25.00	100	2,500.00	4,250.00	1,750.00
7/20/2023	Refreshments PM	5.50	100	550.00	750.00	200.00
7/20/2023	Dinner	45.00	100	4,500.00	7,500.00	3,000.00
7/21/2023	Breakfast	18.00	100	1,800.00	1,500.00	0.00
7/21/2023	Reception	8.00	100	800.00	500.00	0.00
				10,150.00		4,950.00

Reminders

- The AS499 form and any worksheets, if applicable, should be attached to any of the following:
 - ▣ Requisition
 - ▣ Expense Report
 - ▣ Supplier Invoice

Upcoming Trainings

- Invoice Processing and Special Meals
 - ▣ December 5, 2023 – 9:30-11:30