



Policy # 57003

PURCHASE OF REFRESHMENTS, SPECIAL MEALS AND HOSPITALITY

Original Effective Date: October 18, 2002

Reviewed Date: March 15, 2022

Responsible Office: Purchasing

Division: Finance

I. PURPOSE/OBJECTIVE

To ensure appropriate use of institutional, state and federal funds when purchasing refreshments, special meals, and hospitality items for University hosted events.

II. STATEMENT OF POLICIES

The purchase of or reimbursement for refreshments, special meals, or hospitality is governed by PPM 49 of the Louisiana Travel Guide, Section 1509:

A. Special Meals:

1. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source.
 - a. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc, by federal or local representatives.
 - b. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hour weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).
2. All special meals must have prior approval from the Commissioner of Administration in order to be reimbursed, unless specific authority for approval has been delegated to a department head for a period not to exceed one fiscal year with the exception in 3, as follows.
3. A department head may authorize a special meal within allowable rates listed under Meals – Tier 1, to be served in conjunction with a working meeting of departmental staff.
4. In such cases, the department will report on a semi-annual basis to the Commissioner of Administration all special meal reimbursements made during the previous six months. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each

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recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the Commissioner for special meal authorization must include, under signature of the department head:

- a. name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such;
- b. clear justification of the necessity and appropriateness of the request.
- c. names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;
- d. statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the Commissioner of Administrator to exceed this reimbursement limitation.

All of the following must be reviewed and approved by the department head or their designee prior to reimbursement:

- i. detailed breakdown of all expenses incurred, with appropriate receipts(s);
- ii. subtraction of cost of any alcoholic beverages.
- iii. copy of prior written approval from the Commissioner of Administration.

When a meeting, conference, workshop, or seminar is hosted and/or sponsored by the institution, the purchase of or reimbursement for refreshments, hospitality, or special meals is governed by PPM 49 of the Louisiana Travel Guide: Section 1510:

B. Agency Hosted Conferences:

1. State sponsored Conferences – An agency must solicit three (3) competitive quotes in accordance with the Governor’s Executive Order for Small Purchase.
2. Conference Lunch Allowance: Lunch direct billed to an agency in conjunction with an in-state sponsored conference is to be within the following rates plus mandated gratuity.
 - Lunch In-State excluding New Orleans \$20
 - Lunch – New Orleans \$25
3. Conference Refreshment Allowance: Cost for break allowances for meeting, conference or convention are to be within the following rates:
 - a. Catering -Served on properties where catering is not required: not to exceed \$2.00 per person, per morning and/or afternoon sessions.
 - b. Catering -Served on properties that require catered services: not to exceed \$4.50 plus mandated gratuity per person, per morning and/or afternoon sessions.

The following is the link to the State of Louisiana Travel Guide complete document.
<http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide08-09.pdf>

Items such as coffee, sugar, cream, or other perishable food items to be served at a work-related meeting must be purchased through a restaurant or vendor and cannot be

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purchased as a grocery item from a store. Equipment or supplies such as coffee pots, microwave ovens, refrigerators, etc. cannot be purchased using any institutional fund.

III. REVISION/REVISED HISTORY

October 18, 2002-Effective Date