



LOUISIANA STATE UNIVERSITY

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

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>*Guest List or sign in sheet including name, organization & affiliation with LSU is required.</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 _____ Add'l Worktags _____ 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 one special meal can be reimbursed at the special meal rate.

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 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 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

\$18 - Breakfast \$25 - Lunch \$25 - Buffet reception-Dinner \$45 – Dinner

Note: 1) A numbered guest List or sign in sheet including name, organization & affiliation with LSU must be provided for Breakfast, Lunch, Dinner and Buffet Reception - Dinner.

2) Reimbursement for alcohol on University funds is prohibited.

3) 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

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

If the event is to be paid with 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 "Special Meals funded by participant registration SC0013" Spend category are not subject to the special meal allowances referenced in PM-13, University Travel Regulations. FDM worktag used on the AS499 must be the same used for the expense report, invoice or American To Go requisition in Workday.

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.

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 Invoice/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, Buffet Reception - Dinner and Dinner