

## SPECIAL MEALS QUICK REFERENCE

1. Definitions for food items:
  - a. Meal: An act or the time of eating a portion of food to satisfy an appetite.
  - b. Snacks: (Formerly referred to as refreshments) an item of food or drink taken between a meal.
  - c. Items for meetings: Water, candy, snacks, etc.
2. 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 or persons who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Examples: Thanksgiving dinner, Veterans Day meal, Pizza, Sandwich Trays, Seafood boils, and catered meals.
3. For any of the above examples, a Special Meals Request form along with a vendor quote and meeting agenda must be submitted to the CFO no later than 14-days prior to the event. Tier I of PPM 49 should be followed for special meals rates and gratuity and delivery amounts. The Special Meals Request form must include:
  - a. Why is it in the best interest of the state to use public funds for provision of a special meal
  - b. Why it is necessary to serve food during the meeting/event
  - c. Number/names of invited guests
4. Manual sign-in sheets are required for use at the event to capture the signatures of the individuals consuming the **meal**, not snacks. The names on the manual sign-in sheet shall be transcribed to an Excel spreadsheet (Special Meals Attendee Spreadsheet). Both the manual sign-in sheet and completed Excel spreadsheet should be forwarded to the Senior Accountant no later than 7-days after the event.
5. Conference/Convention - is herein defined as a meeting (other than routine) for a specific purpose and/or objective. Documentation required is a formal agenda, program, Letter of Invitation, or registration fee.
6. Conference refreshment allowances shall not exceed \$5.50 per person, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered. PPM 49 should be followed for delivery and gratuity amounts. A manual sign-in sheet and Excel spreadsheet are not required.
7. Snacks. Examples of snacks are coffee, juices, doughnuts, cookies, candy, cupcake, or fruit trays for planned events require no Special Meals Request. No sign-in sheet or Excel spreadsheet is required. Proper planning is emphasized to avoid excessive quantities from being purchased.

In the event of misinterpretations with this quick reference sheet, the most current Louisiana Travel Guide, PPM49, (State Travel Guide) takes precedence.