



Campus Correspondence

To: All CCT

From: Dr. Stephen D. Beck, Interim Director
Dr. Jorge Pullin, Interim Co-Director

Date: 24 September 2008

Subject: CCTPS-22 Special Meals Policy

The purpose of the CCT Special Meals Policy is to ensure awareness and compliance with the universities policies and procedures related to special meal approvals and reimbursements. As with all CCT policies, any changes in related university policy and procedure that are not consistent with this document will override the policy below.

CCTPS-22

Per university policy and procedure, all special meals must to be approved by the CCT Director and LSU Accounting Services prior to date of the special meal. Current special meal reimbursement limits are \$15 for breakfast, \$20 for lunch, and \$35 for dinner. Please note all alcoholic beverages as well as amounts above the aforementioned meal reimbursement limits will not be reimbursed on state funds.

In addition to the above general procedures, the following special procedures apply to all LSU visitors. In accordance with the definition of Special Meals provided in PM-13, visitors are not eligible to receive a special meal since they are eligible to receive reimbursement for meals for their trip to LSU. To quote PM-13, Section VII, A, special meals are defined as a “Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the University 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.”

However, in cases where it is deemed that a visitor will enhance or contribute to CCT's interdisciplinary mission, *the university has agreed to provide reimbursement for one meal, at special meal allowances, per visit.* The number of university employees attending this meal should be kept to a minimum. Additionally, Accounting Services will review, on a case-by-case basis, requests for more than one meal per visit. If approved, an additional meal should be hosted by a different department on campus and include different attendees in order to capitalize on the visitor's interaction across campus.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT Director.