



**Title: Special Meals and Refreshment Policy and Procedures**

**Effective Date: 11/11/2022**

**Last Revision Date:**

**Department/Office: Business Affairs**

### **PURPOSE**

This policy is intended to provide information for compliance with the Special meals provisions of the State of Louisiana Travel Regulations, PPM 49 for meals while **not** in travel status. Special meals should be infrequent and extraordinary in nature and must be in the best interest of the State of Louisiana/Nunez Community College. There must be a clear justification on the necessity and appropriateness of special meals request.

### **SCOPE**

Special meals do not include normal visits, meetings, or reviews. Special meals consist of two or more people. Special meals can be requested for the following situations:

1. Documented on-site accreditation visits.
2. Executive-level persons from other governmental units.
3. Visiting dignitaries.
4. State employees that are required by their supervisor to work more than a twelve-hour weekday or a six-hours on a weekend. (When such are not normal/recurring working hours to meet crucial deadlines or to handle emergencies) .
5. Special meals also include meals provided during infrequent and extraordinary working meetings of department staff.
6. Annual Nunez Convocation.
7. Faculty Institute.
8. Student Events.
9. Fee-Based Events.



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**POLICY**

Special meals must have prior written approval from the Chancellor or designee. Approval can be obtained for special meals by completing the “Request for Special Meals” form. The “Request for Specials Meals” form is not required for “Refreshment only” purchases described in the Refreshment section below.

Written approval must be prior to the refreshment or special meal date.

- Special meals require an approved “Request for Approval of Special Meals” form and a purchase order prior to purchases being made. Special meals should be placed on a state issued credit card.
- Tip may be allowed in additional to the meal rate if ordered from an outside vendor (catering). Tips should never exceed 20% of the meal cost.
- Delivery fees, service fees, non-cash fees, china rental, and cups, plates and utensils, etc. are added to the cost of the food when calculating the per person rate.
- Special meal limit rate may change over time. Limits will be subject to the published PPM49 rate at the meeting location. PPM49 meal rates include tips. Below are the FY23 meal limits:

**FY23 special meal limits per person**

Breakfast \$13  
Lunch \$15  
Dinner \$26

- Itemized receipts are required. Charges to State Procurement (P-card) must not include taxes.
- Students events and activities will be funded by SGA or Student Activity fees. Please submit SGA minutes to Purchasing at the time of request.
- An extended or all-day event may request both refreshments and special meals.
- Special meals and refreshments are not meant to be served at the same time.

**PROCEDURE FOR SPECIAL MEAL**

- Submit a “Request for Approval of Special Meals” form and a requisition at least 2 weeks (10 Business days) prior to the event. A list of participants and a quote from the vendor must be submitted with the request. If more than 15 people are invited to the function, a flyer or email showing who was invited may substitute for an actual list of attendees; however, the number of anticipated attendees must be provided.

Once the “Request for Approval of Special Meals” form is completed and the requisition has been approved, a Purchase Order will be created. Special Meals must not be ordered/purchased until a



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Purchase Order is issued.

Incomplete “Request for Special Meals forms will not be approved. All fields are required for LCTCS Management Board Special Meals reporting.

After the event is over, the following items must be submitted to Purchasing by the 5<sup>th</sup> business day of the following month:

- Complete sign-in sheet of meal participants (template provided). This is required by PPM49.
  - Printed Name, Signature, Title (if applicable), and Affiliation are required.
- Invoice/receipts from the Vendor.
  - Vendors will not receive deposits or prepayment before the event.

**REFRESHMENTS**

Refreshment are handled through a purchase requisition and do not require a “Request for Special Meals” form to be completed.

Eligible events

Advisory Boards, Convocation, Student Activities, Monthly faculty meetings, Chancellor’s special meetings (Chancellor’s chats, mid-year meeting, etc.), Nunez hosted meetings/events, etc.

Regular departmental meetings are not the intent for refreshments.

**\$5.50 limit per person.** Please make sure taxes are not being charged at time of purchase/payment.

Cost of plates, utensils, napkins, etc. are factored in the \$5.50 limit per person. For extended meetings, refreshments are allowed twice per day, morning and afternoon. Gratuity (no more than 20%) may be added in addition to the meal limits if refreshments are being catered.

Refreshment examples: Water, Soda, Coffee, Donuts, Pastries, Cookies, Chips, other light snacks, etc.

A list of attendees required at time of request. A sign-in sheet is recommended to keep track of attendees to help estimate purchases for future meetings.

Total expenditure excluding gratuity divided by number of attendees must be equal or less than \$5.50 per person.

Refreshments must not be ordered/purchased until a Purchase Order is issued.



**PROCEDURES FOR REFRESHMENTS**

1. Submit requisition request at least ten (10) business days before the event.
2. Provide list of attendees to the Purchasing Department either in the requisition document text or email Purchasing@Nunez.edu If more than 15 people are invited to the function, a flyer or email showing who was invited may substitute for an actual list of attendees; however, the number of anticipated attendees must be provided. There is a **\$5.50 limit per person.**
3. Purchase Order will be generated after requisition is approved.

	Executive Cabinet	11/11/2022	11/11/2022
	Chancellor	11/11/2022	11/11/2022

*Policy Reference: State Travel PPM 49*

*Forms Referenced: Request for Specials Meals  
Sign-In Sheet*

*Distribution:* Distributed Electronically via College’s Internet

**Chancellor’s Signature/Approval**

**Signature:**   
CHANCELLOR

**Date:** 11/29/22



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## Appendix A: Request for Special Meals



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### Request for Approval of Special Meals

Date:  *All special meals must be coded to account 7708*

Requester:  Department:

Event Name:  Event Date:  Event Time:

Location of Event:

Explain the purpose of this special meal and how it is a benefit to the college to provide.

Breakfast       Lunch       Dinner       Refreshments

Expected number of participants:  Procurement cardholder's name charging meals/expenses:

Food Vendor/Caterer:  Cost per person:  Total cost:

Additional Costs:

I have attached a quote for this meal including menu items.       I have attached a participant list.

I certify that the special meal provided is in accordance with "Nunez Meals Policy and Procedures" and PPM 49, Louisiana Travel Policy.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Signature of Requester Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Accounting & Budget

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chancellor or Designee

\_\_\_\_\_  
Date

**Additional notes:**

- 1.) Guest list template provided. Please fill out all pertaining event and attendee information including attendee name, title/affiliation, and signature.
- 2.) Reimbursement for alcohol is prohibited.
- 3.) For current rates refer Tier I, in state meal cost of Section VII-C of PPM 49, Louisiana Travel Guide.



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*Appendix B: Sign In Sheet*

Event Name \_\_\_\_\_

Event Date/Time \_\_\_\_\_

Name	Title/Affiliation	Signature