

What are Special Meals?

PPM49 defines Special Meals as:

Special meal needs are infrequent, extraordinary, and/or emergency situations when state employees are required by their supervisor to work more than a twelve-hour weekday or six hours on a weekend. Special meals also include meals provided during working meetings of department staff. Special meals do not include normal visits, meetings, or reviews.

Additionally, Special Meals must have prior approval from the Commissioner of Administration for all state agencies other than higher education. The entity head of higher education institutions or his/her designee may approve special meals prior to the meal date. Special meals should be placed on a state-issued credit card.

Lastly, all Special Meals must have a sign-in sheet.

The special meal must be approved in advance, prior to the event. Approval is obtained through the Special Meal Request form. This form needs to be completed whether the meal is being paid for via P-Card or Supplier Invoice Request.

Meals/supplies must stay within the allowed per diem set by the GSA by location of the event. For example; the GSA per diem for Hammond, LA is \$13.00 for Breakfast, \$15.00 for lunch, and \$26.00 for Dinner. So, if a special meal is for Lunch, then

Examples and details for why the 'meal' is or is not a Special Meal:

1. My organization is hosting a hotdog stand at Strawberry Jubilee.
 - a. This is NOT a Special Meal. Why? Strawberry Jubilee is a campus-wide event and is open to all students/faculty/staff.

2. My department is hosting a training to teach faculty/staff new Workday processes and our department head is providing lunch.
 - a. This IS a Special Meal. Why? Two reasons: 1. The training is providing a meal, not a snack. 2. This training is only for a certain/singular department so it is not open to all of campus.

3. The Living Learning Community I oversee is holding an End of end-of-semester hot Cocoa party.
 - a. This COULD BE a Special Meal. The details of this event will determine if this is a Special Meal:
 - i. This 'IS' a special meal if it's only for a certain/singular group of people and it is not open to all of campus.
 - ii. From there if a meal is served at this event then it 'IS' a Special Meal.
 - iii. Alternatively, if only snacks are served then this is 'NOT' a Special Meal. Snacks would be considered things like hot cocoa & cookies, chips & dip, pastries & coffee, etc.