

## Meal Reimbursement

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*All meals shall be preapproved and encumbered on a Banner Requisition prior to the event.*

*All purchases for Special, University, and Presidential Meals must be in accordance with all University Policies, allowable within the funding source and consistent with the Northwestern State University mission.*

*Food Procured for lab environments or educational use and not for consumption shall not be subject to meals policies, however they must be procured in accordance with Northwestern Purchasing Policy and Procedures.*

### Restrictions to Special, University, and Presidential Meals

#### See Prohibited Expenditures

#### Special Meals (Banner Account code 704211)

#### PO Type: SM – Special Meals

- A. 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 extraordinary in nature and must be in the best interest of the State of Louisiana/Northwestern State University. All Special Meals must have prior approval of the appropriate Vice President/President.
1. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc., by federal or local representatives.
  2. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).
  3. Special Meals to be served in conjunction with a working meeting of departmental staff shall be reimbursed in accordance with PPM 49, Tier II allowable rates.

#### *Examples of Special Meals:*

*Lunch with community leaders, lunch with board members, meals with legislative delegates, event staff, Departmental working meetings, University committee meetings, Candidates for employment, non-compensated lecturers/scholars, meals with donors etc.*

#### *Tier II Allowances:*

*Breakfast \$14.00, Lunch \$16.00, Dinner \$29.00*

*With 25% overage approved by appropriate Vice President/President: Breakfast \$17.50, Lunch \$20.00, Dinner \$36.25*

To request a Special Meal, the Request for Special Meals Form must be completed and submitted to the appropriate Vice President/ President for approval. The request should provide the following information:

1. Name and title of the person requesting the Special Meal
2. Date and time of the Special Meal
3. Number of participants and price per meal
4. Explanation as to why the Special Meal is required

After the Special Meal has been provided, the completed and approved Request for Special Meals Form must be submitted to NSU Purchasing and original invoice/receipt must be submitted to NSU Accounts Payable. The form must include the following information:

1. Actual cost of the Special Meal
2. Names/affiliation of participants who received the Special Meal
3. Banner requisition number
4. All appropriate approvals

## **University Meals (Banner Acct Code 704210)**

### **PO Type: CO- University Meals**

The University Meal policy shall apply to applicable student organizations and departmental units on all Northwestern campuses where public funds are used to procure catering services or food intended for human consumption and adhere to the following:

1. Ensure proper food procurement for meals during University functions.
2. Ensure external providers contracted to prepare and serve food at University functions are adequately insured, have all current health certificates and all permits required to conduct applicable business in the State of Louisiana.
3. Protect the health and safety of students, faculty, staff and University guests.

#### *Examples of Authorized University Meals:*

*Literary rally, LOB lunch, Freshman Connections, Career fairs, Award ceremonies, Camps held on campus, Athletic team meals during multi-game events, etc.*

*University policy uses PPM49 as the guideline for reimbursement of University Meals. See below price schedules.*

#### *Tier II Allowances:*

*Breakfast \$14.00, Lunch \$16.00, Dinner \$29.00*

*With 25% overage approved by appropriate Vice President/President: Breakfast \$17.50, Lunch \$20.00, Dinner \$36.25*

*The University must pay the contracted price to the vendor even when all invitee's do not attend unless the vendor has agreed to a reduction in price.*

1. Student organizations and departments intending to sponsor or host university events involving purchasing food items/catering shall requisition all expenditures prior to the event.
2. Student organizations and departmental units shall solicit the services of Campus Dining (Sodexo) for the preparation, catering and/or serving of food products. In the event Campus Dining is unable to respond to a food activity need or events in the time required or within budgetary allowances, written approval must be secured from Campus Dining management for an exception.
3. When approved, Student organizations and departments may solicit the services of an external provider in the preparation, catering of food products. All external providers must provide:
  - a. Certificate of Insurance of General Liability coverage in the amount of \$1,000,000. In addition, Workers' Compensation coverage must also be provided by qualified providers for any provider employees performing services at a University facility. In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance and shall be required to submit a worker compensation indemnification. All Certificates of Insurance must reflect current coverage and list Northwestern State University as a Certificate Holder.
  - b. Vendor must present a copy of a current passing Health Certificate issued by the Louisiana Department of Health and Hospitals, Office of Public Health.
  - c. Vendor must provide a statement of any previous violations of Federal, State or Local guidelines for which the Bidder was cited and became a matter of record.
  - d. Vendor must supply a copy of their current occupational license or a certificate of exemption.
4. Food may be provided for consumption that is prepared and/or provided at no cost to a student organization or departmental unit for the purpose of goodwill, fund raising, or the saving of funds. A Certificate of Insurance will not be required of the donor, but the

University person coordinating and accepting the donation and the responsibility to ensure the health, safety, and welfare of those to consume the food items.

Conference Refreshment Allowance: Cost for break allowances for meeting, conference or convention are to be within the following rates. Refreshments shall not exceed \$4.50 per person, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.

### Presidential Meals (Banner Account Code 704212)

The purpose of this policy is to define the University of Louisiana System and Northwestern State University's policy on payment for activities occurring in entertainment boxes during athletic events.

In general, costs for all executive entertainment functions relating to athletic events and expenses associated with luxury boxes shall be paid from outside sources.

Routine non-alcoholic beverages and food may be provided by the university's personnel or contracted caterer. University costs for such food and refreshments should not be extravagant and should be similar to that provided to students on other occasions.

*Examples of Presidential Meals:*

*Game meals for guests in President's Suite.*

*University policy uses PPM49 as the guideline for reimbursement of Presidential meals, see below price schedules*

*Tier II Allowances:*

*Breakfast \$13.00, Lunch \$18.00, Dinner \$30.00*

*With 25% overage approved by the President: Breakfast \$16.25, Lunch \$22.50, Dinner \$37.50*