




Special Meals

Jessica Hodgkins
Accounts Payable and Travel

Special Meal Requirements

Interview candidates

Special Meal rates



The image shows a screenshot of a software interface, likely a menu management system. The interface is dark-themed with a light-colored menu area. At the top, there is a header with the text "Maximum A ewdber person Ve". Below this, there is a list of menu items with their corresponding prices. The items are: Breakfast (\$18.00), Lunch (\$25.00), Buffet Dinner (\$29.00), Dinner (\$45.00), Refreshments (\$5.50), and Reception (\$8.00). The prices are displayed in a large, bold font. The interface also includes some navigation icons and a search bar.

Item	Price
Breakfast	\$18.00
Lunch	\$25.00
Buffet Dinner	\$29.00
Dinner	\$45.00
Refreshments	\$5.50
Reception	\$8.00

Form AS499

The below table has been added to the instructions of the AS499 form to provide clarification on funding sources

Funding Source	AS499?	Spend Category	Notes
Event funded by University funds	Yes	<ul style="list-style-type: none">• Special Meal - Business Meeting/Event (SC0103)• Special Meal - Recruiting (SC0104)• Special Meal - Refreshments (SC0070)• Special Meal - Sponsored Programs (SC0105)	FDM worktag indicated on the AS499 must match the expense report, supplier invoice, or America To Go requisition in Workday.
Event 100% funded by registration fees	Yes	Event Expenses Funded by Participant Registration (SC0013)	The event is not subject to special meal allowances reference in PM-13, University Travel Regulations.
Event 100% funded by Foundation funds	No	N/A	Such payment requests should be submitted to the LSU Foundation on a Foundation Check Request.

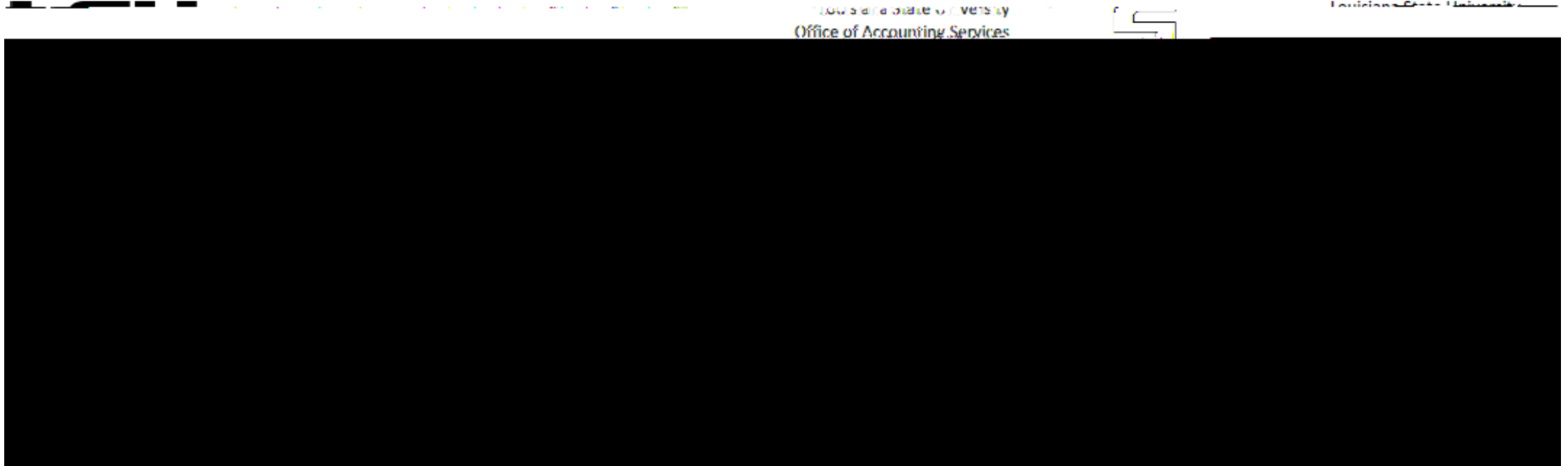
Special Meal Worksheet

Department is hosting a two-day workshop on campus

Day one meals to be provided: lunch, refreshments, dinner

Day two meals to be provided: breakfast, reception

Special Meal Worksheet



Reminders

The AS499 form and any worksheets, if applicable, should be attached to any of the following:

- Requisition

- Expense Report

- Supplier Invoice

Upcoming Trainings



Invoice Processing and Special Meals

December 5, 2023 – 9:30-11:30