

LSUHSC School of Medicine

Business Meals and Other Functions Food Policy

LSU System policy is set forth in PM-13:

<http://www.lsuhs.edu/no/administration/pm/pm-13.aspx>

LSU System policy is set forth in PM-25:

<http://www.lsuhs.edu/no/administration/pm/pm-25.htm>

Health Sciences Center policy for Entertainment of Visitors is set forth in CM-5:

<http://www.lsuhs.edu/no/administration/cm/cm-5.htm>.

All Off Campus Business Meal expenses are considered entertainment and as such **require** approval **prior** to the date of the meal or function. Offsite Business Meals cannot be approved for functions attended only by School employees. Such meals are referred to as self entertainment.

School of Medicine Policy:

Business meals and other function food and beverage expense (“Business Meals”) funded by School sources must be for the purpose of supporting the teaching, research or clinical service missions of the School. Such purpose must be clearly documented.

On Campus Business Meals **require** Dean’s approval if any of the following criteria are met:

- Greater than 20 persons (Medical Students and Residents are excluded from the count)
- Exceed the Special Meal rates set below:

	Per person		Per Person
Breakfast	\$8	Refreshments Non Catered	\$2.00
Lunch	\$12	Refreshments Catered	\$4.50
Dinner	\$17	Campus Agency Hosted Conference (Seminar)	\$20.00
Receptions	\$7.00		

- If feeding the same people more than once per month
 - Provide justification as to why necessary
 - Grand Rounds and student functions are exempted

Reminder:

- **NO FOOD CAN EVER BE PURCHASED ON State General Funds (Fund 111).**
- State purchasing regulations apply to food purchases. Purchases must be bid if the total cost exceeds \$1,000. Sodexo is exempted from this requirement.
- Approval forms must include appropriate justification, location and list of attendees.

Include the following for submission of voucher for payment via Direct Pay or P Card:

- Invoice
- Approved Prior approval form signed by:
 - Department Head
 - And Dean if meet requirements above
- Sign in sheet required for all events
- If over \$ thresholds must submit all bids.