LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA

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CATEGORY:	Human Resources
CONTENT:	Special Meals Policy
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Deputy Chief Executive Officer
LSU Health Care Services Division

3/27/2017
Date

Director of Human Resources
LSU Health Care Services Division

3/28/17
Date

LSU HEALTH CARE SERVICES DIVISION
SPECIAL MEALS POLICY

I. Policy Statement

It is the policy of the LSU Health Care Services Division (HCSD) when, as a matter of extraordinary courtesy, necessity, appropriateness, and/or in the best interest of the HCSD, a meal may be provided and served in conjunction with a meeting, training session or other situations. Please refer to PPM-49, S1508-Special Meals; PM-13, and State Travel Regulations for compliance/restrictions.

II. Applicability

This policy will apply to HCSD and the Headquarters office and Lallie Kemp Medical Center.

III. Implementation

The policy or any subsequent revisions are effective upon signature of HCSD Deputy CEO.

IV. Procedures

A. Lallie Kemp Medical Center shall establish written procedures for the provisions of special meals within the facility. All procedures will be in accordance with PPM-49 and PM13.

B. The Headquarters office shall establish written procedures for the provisions of special meals within the HQ office. All procedures will be in accordance with PPM-49, PM-13.

V. Exceptions

Exceptions must be submitted, in writing, to the Deputy CEO for review and disposition on a case by case basis.