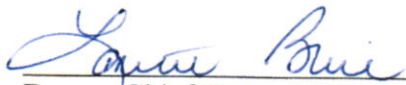



**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4541-19  
CATEGORY: Human Resources  
CONTENT: Special Meals Policy  
EFFECTIVE DATE: January 27, 2003  
Revised: April 2, 2003  
Revised: February 22, 2005  
Revised: August 7, 2006  
Revised/Reviewed: August 24, 2007  
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Reviewed: April 9, 2014  
Reviewed: March 18, 2015  
Reviewed: March 27, 2017  
Reviewed: January 9, 2019

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\_\_\_\_\_  
Deputy Chief Executive Officer  
LSU Health Care Services Division

1/11/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Human Resources  
LSU Health Care Services Division

01/09/19  
\_\_\_\_\_  
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 shall be applicable to HCSD Administrative Office (HCSDA) and Lallie Kemp Regional Medical Center (LAKMC). LAKMC may issue internal policy and/or procedure as applicable or required.

**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.