

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

**POLICY NUMBER:** 4541-21

**CATEGORY:** Human Resources

**CONTENT:** Special Meals Policy

**APPLICABILITY:** This policy applies to the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC).

**EFFECTIVE DATE:** January 27, 2003  
Revised: April 2, 2003  
Revised: February 22, 2005  
Revised: August 7, 2006  
Revised/Reviewed: August 24, 2007  
Reviewed: August 22, 2008  
Reviewed: November 20, 2008  
Reviewed/Revised: October 28, 2009  
Reviewed: July 9, 2010  
Reviewed: December 7, 2011  
Reviewed: April 9, 2014  
Reviewed: March 18, 2015  
Reviewed: March 27, 2017  
Reviewed: January 9, 2019  
Reviewed: June 10, 2020  
Reviewed: September 16, 2021

**INQUIRIES TO:** Human Resources, LSU HCSD  
Post Office Box 91308  
Baton Rouge, LA 70821-1308  
Telephone: 225-354-4843 Fax: 225-354-4851

**Note: Approval signatures/titles are on the last page**

**LSU HEALTH CARE SERVICES DIVISION  
SPECIAL MEALS POLICY**

**I. Policy Statement**

It is the policy of the 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.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

**II. Implementation**

The policy or any subsequent revisions are effective upon signature of HCSD Chief Operations Officer.

**III. Procedures**

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

**IV. Exceptions**

Exceptions must be submitted, in writing, to the Chief Operations Officer for review and disposition on a case-by-case basis.

Document Metadata

Document Name: 4541-21 - Special Meals.doc  
Policy Number: 4541  
Original Location: /LSU Health/HCSD/4500 - Human Resources  
Created on: 03/20/1996  
Published on: 09/17/2021  
Last Review on: 09/16/2021  
Next Review on: 09/16/2022  
Effective on: 03/07/2019  
Creator: Townsend, Kathy  
*HCSD Human Resources Director*  
Committee / Policy Team: Main Policy Team  
Owner/SME: Townsend, Kathy  
*HCSD Human Resources Director*  
Manager: Townsend, Kathy  
*HCSD Human Resources Director*  
Author(s): Wicker, Claire M.  
*PROJECT COORDINATOR*  
Approver(s): Buie, Lanette  
*Chief Operations Officer*  
Townsend, Kathy  
*HCSD Human Resources Director*  
Publisher: Wicker, Claire M.  
*PROJECT COORDINATOR*

Digital Signatures:

Currently Signed

Approver:  
Townsend, Kathy  
HCSD Human Resources Director



09/17/2021

Approver:  
Buie, Lanette  
Chief Operations Officer



09/17/2021