

The University of Louisiana at Monroe

Special Meals Policy

In accordance with Section VII-C of the Louisiana Travel Guide: “A department head may authorize a special meal within allowable rates to be served in conjunction with a working meeting of departmental staff.” At ULM, the designated department head is the ULM President. To request a meal during a meeting, the [Request for Special Meal form](#) must be completed and approved prior to each event. The cost per person should fall within the PPM 49 limits (In-state meal costs). Funds must be available at the time the request is made.

Once the Special Meal form has been completed with all approvals, send the original form to the [Controller's Office](#) and keep a copy for your department's records. This form will be needed when the payment is requested.