

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy #5.026

**Title: Approval of Special Meals Related to LCTCS Sponsored Activities and Events**

Authority: Board Action	Original Adoption: April 9, 2008
	Effective Date: December 14, 2011
	Last Revision: December 14, 2011

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**I. Purpose**

The Board has determined that extending the facilities and resources of the LCTCS and its various institutions to use by students, student organizations, business and industry groups and other community interests furthers the general mission of the LCTCS and enhances the opportunities for further expansion and delivery of postsecondary educational services. The purpose of this policy is to authorize expenditures for the provision of meals at various functions and activities sponsored by the LCTCS or its colleges.

The LCTCS and its various institutions may include the costs of meals in the total expenditures allocated to sponsored functions and activities directed toward the following:

- Faculty and staff recruits
- Program review teams
- Visiting faculty and officials
- Officials and honorees at awards banquets
- Graduation and honor student receptions
- Other system or college hosted occasions in which the LCTCS or college serves as a center for local educational cultural and economic development activities.

**II. Process**

The LCTCS and colleges are authorized to provide meals in conjunction with sponsored functions and events, as defined above, at a rate similar to those authorized for meals by the Division of Administration and to obtain state rates whenever possible.

**Approval:** The President of the system or designee of the system, or the Director or Chancellor of a college, or their designee, may approve expenditure of funds for college sponsored conferences and events. The expenses for the meals should be reasonable and properly justified. All requests must include the purpose and justification for the event, and number and names of expected attendees.

**Documentation:** The provision of meals for special functions, as outlined herein, at any rate must be documented in official files of the appropriate office or college. This documentation must include names and titles/affiliations of guests, meal expenditure receipts, purpose and justification for the event.