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

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<th>Authority: Board Action</th>
<th>Original Adoption: April 9, 2008</th>
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<td>Last Revision: Initial</td>
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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 and regions.

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/regions 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 college/region must request prior approval from the LCTCS Division of Finance and Administration for expenditures greater than $18.75 per meal, in conjunction with college/region sponsored conferences and events. The LCTCS Division of Finance and Administration will consider approval of expenditures for up to $30.00 per meal, provided the expenditures are properly justified. All requests must include the purpose and justification for the event, and number and names of expected attendees, at and must be made at least 5 days prior to the
event, directed to:

Senior Vice President for Finance and Administration
LCTCS
265 South Foster
Baton Rouge, La. 70806

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