



**SPECIAL MEAL REQUEST**  
**FOR GUEST/INTERVIEWEE/STUDY OR WORKSHOP PARTICIPANT**

**AS516-B**

Request Date \_\_\_\_\_

1	Department _____		
2	Contact _____	Phone _____	E-mail _____
3	Date of Function _____	Time of Function _____	
4	Function Location _____		
5	Campus Catered Event <input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer <input type="checkbox"/> Chartwells <input type="checkbox"/> Other _____ (Caterer name must be provided)	
6	# of Guests Invited _____	<i>Type of Meal</i> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Buffet Reception - Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Refreshments <i>For a sit down meal, attach a Guest List including name, organization &amp; affiliation with LSU.</i>	
7	What is the Menu? _____		
8	<i>Estimated Cost</i>		
	Per Person* _____	# Guests _____	# Days _____ Total Cost _____
	*For meals that exceed the state allowance, the overage amount should be paid with private or Foundation funds. Please indicate how the overage will be paid: <input type="checkbox"/> Personal Check <input type="checkbox"/> Foundation Acct # _____		
9	Account # ** _____	Object Code _____	Project # _____
	**For restricted accounts (4, 5, or 6), Sponsored Program Accounting (SPA) approval is required. SPA Approval _____		
10	Function's Purpose/ Benefit to LSU _____		

**Guest List**

Guest	Organization	Affiliation with LSU

**APPROVALS**

	Signature	Title	Date
Requesting Dept			
Dean/Director or Dept Head/Chair			
Accounting Services			

**AS516 vs AS516-B Guidelines**

<b>Form 516</b>	<b>Interviewees</b>	<b>Study/Workshop Participants</b>	<b>Guests - which may include Personal/Professional or Consulting Service Contracts (PPCS)</b>
<b>When to use this form</b>	The AS516 form should be used to provide authorized approvals to pay for travel expenses (i.e. airfare, lodging, meal per diems) for individuals invited to the University for the purpose of interviewing for employment.	The AS516 form should be used for study and/or workshop participants, athletic officials, and non-athletic judges when travel expenses are included.  Departments may complete only one AS516 form and attach a list of the participants. (There is no need to complete a separate form for each participant).	The AS516 form should be used whenever travel expenses are included in the PPCS contract.  The total contract amount will be inclusive of all payments, fees and any travel expenses.  The payment of the fee for services must be processed through Purchasing using the PUR-CR form in accordance with PS-5. Also, see <a href="http://www.fas.lsu.edu/purchasing">www.fas.lsu.edu/purchasing</a> .
<b>Object Code</b>	2170 – Travel (Interviewee)	5720 – Research Subject Fees 5750 – Participant Stipend (Sponsored Research) 5760 – Athletic Officials Fees 5770 – Non-athletic Judges Fees 5850 – Participant Travel/Registration Fees (Sponsored Agreements) 5860 – Athletic Game Officials Expenses	5700 – Personal Services 5701 – Consulting Services 5800 – Professional, Personal & Consulting services travel

<b>Form 516-B</b>	<b>Interviewees</b>	<b>Study/Workshop Participants</b>	<b>Guests</b>
<b>When to use this form</b>	Special meal approvals must be obtained for meals held with an interviewee.	Special meal approvals for study/workshop participants charged to a sponsored account will require approval from Sponsored Program Accounting to ensure the appropriate approval is provided from the granting agency.  Special meals paid from registration fees using object code 3410 are not subject to the special meal allowances referenced in FASOP: AS-02, University Travel Regulations.	Only one special meal can be reimbursed at the special meal allowance for a university guest. If multiple meals must be provided to the guest, the subsequent meals will be reimbursed at the per diem rate for the guest only.  There is no reimbursement provision for employees attending the meal, including the host employee.  The number of employees attending the special meal should be kept to a minimum.
<b>Object Code</b>	6580 – Entertainment, official functions	6585 – Meals, office function - business meetings only 3410 – Expenses for Conference Participants	6580 – Entertainment, official functions