



Louisiana State University  
 Office of Accounting Services  
 Accounts Payable & Travel  
 217 Thomas Boyd Hall

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

**AS516-B**

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

|  |  |              |  |   |  |  |  |
|--|--|--------------|--|---|--|--|--|
| Department   |  |              |  |   |  |  |  |
| Contact  |  |              |  |   |  |  |  |
| Phone  |  | Fax          |  | Email   |  |  |  |
| Date of Function   |  |              |  | Time of Function  |  |  |  |
| Function Location  |  |              |  | Caterer   |  | <input type="checkbox"/> Chartwells <input type="checkbox"/> Other |  |
| # of Guests Invited  |  | Type of Meal |  | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Buffet Reception-Dinner<br><input type="checkbox"/> Reception <input type="checkbox"/> Refreshments<br><i>For sit down meals, a guest list including name, organization and affiliation with LSU must be attached.</i> |  |  |  |
| Menu   |  |              |  |   |  |  |  |
| <i>Estimated Cost</i>  |  |              |  |   |  |  |  |
| Per Person*  |  | # Guests     |  | # Days  |  | Total Cost   |  |
| <i>*For meals that exceed the state rate, the overage amount should be paid with private or Foundation funds.<br/>         Please indicate how the overage will be paid:   <input type="checkbox"/> Personal Check or   <input type="checkbox"/> Foundation Acct # _____</i> |  |              |  |   |  |  |  |
| Account # **   |  | Object Code  |  | Project #   |  |  |  |
| <i>** For restricted accounts (4, 5 or 6), Sponsored Program Accounting (SPA) approval is required.</i><br><br>SPA Approval _____  |  |              |  |   |  |  |  |
| Function's Purpose/<br>Benefit to LSU  |  |              |  |   |  |  |  |

Guest List (use additional sheets, if necessary)

| 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.<br><br>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.<br><br>The total contract amount will be inclusive of all payments, fees and any travel expenses.<br><br>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<br>5750 – Participant Stipend (Sponsored Research)<br>5760 – Athletic Officials Fees<br>5770 – Non-athletic Judges Fees<br>5850 – Participant Travel/Registration Fees (Sponsored Agreements)<br>5860 – Athletic Game Officials Expenses  | 5700 – Personal Services<br>5701 – Consulting Services<br>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.<br><br>Special meals paid from registration fees using object code 3410 are not subject to the special meal allowances referenced in PM-13, 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.<br><br>There is no reimbursement provision for employees attending the meal, including the host employee.<br><br>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<br>3410 – Expenses for Conference Participants   | 6580 – Entertainment, official functions   |