

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 4541-24

**CATEGORY:** Human Resources

**CONTENT:** Special Meals Policy

**APPLICABILITY:** This policy applies to the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC).

**EFFECTIVE DATE:**

|           |                    |
|-----------|--------------------|
| Issued:   | January 27, 2003   |
| Revised:  | April 2, 2003      |
| Revised:  | February 22, 2005  |
| Revised:  | August 7, 2006     |
| Revised:  | August 24, 2007    |
| Reviewed: | August 22, 2008    |
| Reviewed: | November 20, 2008  |
| Revised:  | October 28, 2009   |
| Reviewed: | July 9, 2010       |
| Reviewed: | December 7, 2011   |
| Reviewed: | April 9, 2014      |
| Reviewed: | March 18, 2015     |
| Reviewed: | March 27, 2017     |
| Reviewed: | January 9, 2019    |
| Reviewed: | June 10, 2020      |
| Reviewed: | September 16, 2021 |
| Reviewed: | March 13, 2023     |
| Reviewed: | April 2, 2024      |

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**Note: Approval signatures/titles are on the last page**

**LSU HEALTH CARE SERVICES DIVISION  
SPECIAL MEALS POLICY**

**I. POLICY STATEMENT**

It is the policy of the Health Care Services Division (HCSD) when, as a matter of extraordinary courtesy, necessity, appropriateness, and/or in the best interest of the HCSD, a meal may be provided and served in conjunction with a meeting, training session or other situations. Please refer to PPM-49, S1508-Special Meals; PM-13, and State Travel Regulations for compliance/restrictions.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

**II. IMPLEMENTATION**

This policy and any subsequent revisions to the policy shall become effective upon signature and approval of HCSD Chief Executive Officer (CEO) or Designee.

**III. PROCEDURES**

- A. Lallie Kemp Medical Center shall establish written procedures for the provisions of special meals within the hospital. All procedures will be in accordance with PPM-49 and PM13.
- B. The HCSD Administrative office shall establish written procedures for the provisions of special meals within the HQ office. All procedures will be in accordance with PPM-49, PM-13.

**IV. EXCEPTIONS**

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; stat and/or federal laws; Civil service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

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