P.O. 410 Special Meals Purchasing and Reporting			
Effective From:	02/24/2026	Effective To:	Current

P.O. 410 – Special Meals Purchasing and Reporting

1. PURPOSE
   i) This policy establishes guidelines and procedures for documenting and reporting special meal purchases under the Commission of Administration's Special Meals Authorization.
2. POLICY
   i) Per Section 1506. B (Special Meals) of the Louisiana Travel Policy, special meal purchases made via state-issued credit cards require prior approval from the Commissioner of Administration for all state agencies. This approval will be procured by the DPS Office of Management and Finance each fiscal year. Furthermore, special meal purchases must be reported quarterly.
3. DEFINITIONS
   i) Special Meals – Meals purchased with a state-issued credit card or on a reimbursement basis during infrequent, extraordinary, and/or emergency situations. Special meals also encompass meals provided during working meetings of department staff.
4. SECTION RESPONSIBILITIES
   i) Commanders shall establish procedures to approve special meal purchases within their commands.
   ii) The purchaser must obtain written approval from their commander or designee for each special meal purchase.
   iii) The commander or designee is responsible for reporting the purchases to Operational Development no later than two weeks after the end of each fiscal quarter.
      a) This report will be submitted in a format and manner provided by Operational Development. The reporting manner shall include the following:
         1) DOA – Office of State Travel Special Meals Report (Excel Sheet),
         2) Department of Public Safety & Corrections Attendance Roster (DPSSP 6662) signed by all attendees,
         3) Letter of approval from their commander or designee, and
         4) All receipts signed by the purchaser of all reported transactions.
5. OPERATIONAL DEVELOPMENT RESPONSIBILITIES
   i) The Operational Development Planning Unit oversees the reporting process of special meals for the Louisiana State Police. They will also ensure commanders are promptly informed about any reporting requirements or procedure updates.
   ii) Operational Development will combine all special meal purchases into one report each fiscal-year quarter. The report will then be submitted to the Office of Management and Finance and the Office of State Travel.