

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: MEALS (INCIDENTAL EXPENSES)	Original Issue Date: 2/27/07	Policy # 178
	Supersedes: 3/27/20	Effective Date: 3/15/23
Policy Owner(s): Administrator, Support Services Executive Sponsor(s): Chief Operations Officer		
Departments Consulted: Support Services Financial Management	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature of File) Chief Operations Officer
		(Signature of File) Chief Executive Officer

PURPOSE

To state the Los Angeles General Medical Center policy in providing food and beverages at functions and meetings.

POLICY

Complimentary food and beverages shall require prior authorization and approval by the appropriate Associate Hospital Administrator, Chief Officer, and Chief Financial Officer.

DEFINITIONS

Meals are defined as food and beverages provided at functions and meetings to County employees.

Departments may provide food and beverages for functions and meetings such as:

- Recruitment/retention functions for nurses and other hard-to recruit groups.
- Special awards and service recognition ceremonies for volunteers, and employees with service of 25 years or more.
- Meetings of Department of Health Services (DHS) committees, which are hosted on a rotating basis at the various DHS hospitals.
- Support groups meetings, community groups and advisory committee meetings.
- Regular scheduled meetings of committees of the medical staff, which are delineated in the Medical Staff By-laws.
- Site visits by County, State and Federal government officials or representatives of regulatory agencies or commissions.
- Other functions and meetings approved as appropriate by the Chief Executive Officer or his/her designee.

Food, beverages, and other items related to birthdays, retirements, or holiday parties is prohibited use of County funds.

GUIDELINES

Each function is limited to \$500.00, per occasion.

Location of the event must be at Los Angeles General Medical Center unless it is approved by the Chief Executive Officer or his/her designee.

The requestor and contact person should be a County employee. One request per event/function/meeting.

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PROCEDURE

1. The Meal Request Form (see Attachment I) shall be completed by the department requesting the food and/or beverages and should include the following:
 - a. Itemized quote with total cost
 - b. List of Attendees
2. A clear justification shall be included on the Meal Request Form.
3. Once completed, the request should be routed for appropriate approval/signatures at least two (2) weeks prior to the event date.
 - a. Associate Hospital Administrator
 - b. Chief Officer
 - c. Chief Financial Officer
4. Requests should not be honored without all approvals/signatures. .

REFERENCES

DHS Policy No.866
Los Angeles County Code, Chapter 5.76, and Chapter 5.40
Fiscal Manual Chapter 4.70

ATTACHMENTS

Special Meals Request Form Attachment I

REVISION DATES

February 27, 2007; October 3, 2008; February 11, 2014; March 14, 2017; March 27, 2020; May 15, 2023