



# Administrative Procedure

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**Subject:** HOSPITALITY POLICY

1.0 PURPOSE:

Establish policy and procedure related to hospitality, payment, or reimbursement of expenses per the [CSU Hospitality Policy](#) (ICSUAM 1301.00). The University and its recognized auxiliaries must comply with this policy and procedures applicable to their organizations.

2.0 ORGANIZATIONS AFFECTED:

All organizational units of the University, including Auxiliary organizations.

3.0 REFERENCES:

- 3.1. [CSU Hospitality Policy](#) (ICSUAM 1301.00)
- 3.2. [California Government Code § 8314.](#)
- 3.3. Cal State L.A. Administrative Procedure, **Alcoholic Beverages** (019).
- 3.4. Cal State L.A. Administrative Procedure, **Use of Facilities and Equipment.** (505)
- 3.5. Cal State L.A. Administrative Policy, **Delegation of Authority.** (P010)
- 3.6. Cal State L.A. Administrative Policy, **Policy for One-Up (Next Level) Authorizations for Business Expenses.** (P006)

**Note:** Cal State L.A. Administrative Policy and Procedures can be found at: [Administrative Manual Policies and Procedures](#)

4.0. POLICY:

This policy applies to activities promoting the university and its auxiliaries to the public and providing hospitality in connection with official university or auxiliary business. It specifies the applicable university and auxiliary funds that may be used for such purposes. Hospitality expenses may be paid with university funds or auxiliary funds as applicable to the extent that the purchase and use of these services and items are consistent with the mission and fiduciary responsibilities of the university and its auxiliaries. Refer to section 4.3, [Funding Sources](#), and [Appendix 8.1](#) for additional details.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

#### 4.1. Allowable Expenses and Occasions

- 4.1.1. In accordance with California State University (CSU) policy, hospitality expenses may be paid to the extent that such expenses are **necessary**, **appropriate** to the occasion, **reasonable** in amount, and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU/University. This policy applies to activities that promote the University/CSU or Auxiliary to the public and the provision of hospitality in connection with official University/CSU or Auxiliary business.
- 4.1.2. Hospitality expenses must be directly related to, or associated with, the active conduct of official university or auxiliary business. When a university or auxiliary employee acts as an official host, the occasion must serve a clear university or auxiliary business purpose in the best judgment of the approving authority, with no personal benefit derived by the official host or other university or auxiliary employees. In addition, the usage of funds for hospitality should be cost-effective and follow the best use of public funds.
- 4.1.3. Hospitality expenses, including awards and gifts, must conform to IRS regulations. No employee business meal or entertainment expenditure considered taxable income under IRS regulations will be reimbursed or paid. An employer's reimbursement of an employee business meal or entertainment expense may be regarded as taxable income to an employee if:
- The activity is not directly related to the employee's job.
  - The expense is lavish or extravagant under the circumstances.
  - The expense is not substantiated with supporting documentation.
- 4.1.4. When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objective. Following are some examples of occasions when the provision of hospitality is permitted:

Fund restrictions still apply. See **section 4.3** Funding Sources for details.

- 4.1.4.1. The university or auxiliary hosts or sponsors business meetings that directly correlate with the operations of the University/CSU or Auxiliary business.
- 4.1.4.2. The university or auxiliary hosts official guests, including university or auxiliary employees visiting from another work location, donors, and prospective donors.
- 4.1.4.3. The university or auxiliary hosts or sponsors a meeting of a learned society or organization.
- 4.1.4.4. The university or auxiliary host receptions held in connection with conferences, meetings of a learned society or professional organization, meetings of student organizations and groups, student events such as commencement exercises, and events or meetings of other university-related groups such as alumni organizations.
- 4.1.4.5. The university or auxiliary hosts or participates in community

relations or fundraising events to promote the university, enhance partnerships, recognize distinguished service, or cultivate donors.

- 4.1.4.6. The university hosts receptions for the benefit of employee morale, employee recognition, and official presentations for length or exceptional contributions of service awards with at least five (5) years of service.
- 4.1.4.7. The university or auxiliary is the host or sponsor of meetings of an administrative nature that are directly concerned with the CSU/University's (including its auxiliaries) welfare, and the provision of hospitality is a necessary and integral part of the business meeting and not solely a matter of personal convenience.

4.1.5. A list of expected attendees/RSVP and their business relationship to the campus is required to be provided with all Hospitality events.

- Supporting documentation, including Flyer (or applicable documentation) and estimated average cost of meal per attendee (as applicable), must be provided.
- For a large group where the names of attendees are unknown, a description of the group and estimated cost of the meal per attendee is sufficient.

See **section 4.4. Approval of Transactions** and **section 4.5 Hospitality Justification Form** for additional details.

4.1.6. Food and beverages provided to employees may be permitted if the expenses occur infrequently and are reasonable and appropriate for business purposes. Food and beverages provided to employees frequently or routinely during meetings are considered taxable income by the IRS and are therefore not permitted under this policy. Public expenditures that are driven by personal motives are an impermissible use of public funds.

**Note:** Meals or light refreshments should be limited to no more than twelve (12) times per year per group, and those provided to a group should be counted on an event basis; e.g., a two-day meeting should be counted as one event in determining compliance with this policy.

When a meeting takes place over an extended period, and the agenda includes a working meal, there may be justification that the meal is integral to the business function. Examples include:

- A meeting where there is a scheduled speaker during the meal period.
- A meeting where the participants work through the meal period.
- Circumstances where participants would be too time-consuming or disruptive to take a meal break away from the meeting location.

4.1.7. Payment of or reimbursement for hospitality expenses not permitted when **expenses are of a personal nature** (see below) and not related to the active conduct of official CSU business will not be paid or reimbursed.

Examples of **personal benefit events** include but are not limited to employee or student birthdays, weddings, anniversaries, baby showers, get-wells,

graduation gifts, etc.

Examples of allowable hospitality activities include but are not limited to Service Recognition (i.e., minimum 5 years of service or awards presented during an official activity). Refer to **Section 4.1.4.** for additional details.

- For additional details on allowable fund use and restrictions, refer to **section 4.3, Funding Sources**, and [Appendix 8.1](#).

4.1.8. Hospitality provided to the spouse or domestic partner of an employee may be permitted when it serves a university or auxiliary (when applicable) business purpose, e.g., they have a significant role in the proceedings or make an important contribution to the success of the event or at official functions to which spouses or domestic partners are invited as a matter of protocol such as ceremonial functions, fundraising events, alumni gatherings, athletic games, and community events.

An agenda, invitation, or similar documentation should be included with the payment record for expenses related to the attendance of a spouse or domestic partner.

All other applicable provisions of this policy must be followed.

4.1.9. Hospitality provided to students or prospective students may be permitted when it serves a University business purpose. To justify the expenditures, one must determine that the expenditure is consistent with the mission of the CSU/University. Permissible activities may include recruitment efforts, student activities, student programs, student organization events, student recognition events, and commencements. Students may be hosted to attend fundraising and other community relations events that enhance their learning experience, in recognition of their student achievement, to engage with alumni and donors, or as representatives of elected student leadership.

4.1.10. Hospitality provided to student-athletes and recruits must be in accordance with the rules, regulations, guidelines, standards, and procedures of the intercollegiate athletic association's national governing board, e.g., the National Collegiate Athletic Association (NCAA).

A student-athlete is a student whose enrollment was solicited by a member of the athletics staff or other representative of athletics with interest in the student's ultimate participation in the intercollegiate athletics program.

## 4.2. Catering & Maximum Rates

4.2.1. Maximum per-person rates for hospitality food and beverages are provided in [Appendix 8.2](#). These maximum rates are calculated by dividing **total costs** charged, including food, beverages, labor, sales tax, delivery fees, gratuity, or any other service charges/fees, by the total number of actual attendees. The estimated number of attendees should be used when choosing the appropriate menu items if food is being ordered. Discretion should be used when hosting routine or department events.

4.2.2. When a hospitality expense exceeds the per-person maximum provided in [Appendix 8.2](#), an exception justification must be obtained. Exceptions require a written justification for the overage and approval from the Vice President for Administration and Chief Financial Officer (or designees). The

justification must include why adherence to the policy was unavoidable and necessary to achieve a university business purpose.

- 4.2.3. All catered food and beverages for campus hospitality events must be provided by or approved by Golden Eagle Hospitality per Section 6.1.6. of this procedure (unless another campus policy or directive grants an exemption).

**Note:** Bottled water can only be purchased for valid business purposes. (i.e., meetings with 3<sup>rd</sup> parties and or approved campus events)

#### 4.3. Funding Sources

- 4.3.1. Hospitality expenses may be paid from various university fund sources, subject to the rules below and the restrictions identified in [Appendix 8.1](#). Three types of funds are available to pay hospitality expenses: Operating Fund (CSU Fund 485), Other University and Auxiliary Organization Funds (Other Funds), and Trust and Agency Funds Held for Third Parties.

- 4.3.1.1. Operating Funds (i.e., State Funds).  
See section **5.13** Operating Funds (CSU Fund 485) for details.

State Funds **may** be used to pay for:

- Awards and prizes to employees for exceptional contributions, to students for excellence, and individuals for participating in a research-funded survey or study.
- Employee recognition and official presentations for length of service awards or exceptional contributions, with at least 5 years of service.
- Official employee morale-building and appreciation activities that serve a business purpose.

The following **restrictions**, in addition to those identified in [Appendix 8.1](#)., apply. Operating Funds **may not be used to pay for**:

- Any expenditure prohibited by applicable laws, regulations, or agreements, including the California Budget Act.
- Food and beverages or entertainment services that do not serve a business purpose.
- Alcoholic beverages, memberships in social organizations, entertainment services, or tobacco products.

#### 4.3.1.2. Trust and Auxiliary Organization Funds

Hospitality expenses may be charged to Trust and Auxiliaries funds provided the expense serves a bona fide business purpose. Trust and Auxiliary funds are subject to the same requirements as noted above.

The following **restrictions**, in addition to those identified in [Appendix 8.1](#)., apply to the use of Trust and Auxiliary Organization Funds:

- Trust and Auxiliary Organization Funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts/prizes/awards, memberships in social organizations and promotional items, and food and beverages, **to the extent** applicable laws, regulations, funding source agreements, or campus directives **do not restrict these purchases** (refer to [Appendix 8.1.](#), for additional details).
- Federal or local government contract and grant funds **may only** be used to pay hospitality expenses **specifically authorized** in the contract or grant or by agency policy. In the event of a conflict between the agency and CSU policy, the stricter of the two policies shall apply.
- Federal funds may not be used to purchase alcoholic beverages or tobacco products unless alcohol and tobacco are part of the research (as described above).
- Other Funds may not be used to purchase tobacco products or any other prohibited items at the discretion of the university.
- Trust or agency funds held by the university or its auxiliaries in a purely custodial capacity (assets equal liabilities) on behalf of third parties are subject to applicable laws and written agreements.

#### 4.3.1.3. Student Funds

The following restrictions, in addition to those identified in [Appendix 8.1.](#), apply to the use of Student Funds:

- Student fees may **not** be used to purchase alcohol, tobacco products, gifts (including awards and prizes), or any other items prohibited by applicable laws and regulations.

#### 4.4. Approval of Transactions

- 4.4.1. Individuals with approving authority will not approve their own or their supervisor's hospitality expenses. The exception is approval of the campus president's expenditures by the VP/CFO.

For additional guidance related to approving authority and approval of expenditures, refer to:

- Cal State L.A. Administrative Policy- **Policy For One-Up (Next Level) Authorizations For Business Expenses** (P006)
- Cal State L.A. Administrative Policy- **Delegation of Authority** (P010). Refer to *Signature Authority Matrix*, under Hospitality, for additional details.

- 4.4.2. Payment or reimbursement for attendance at a community relations activity or fundraising event must include documentation of the individual names, affiliations, and direct or indirect benefit to the university to be derived from the expense.

4.4.3. The payment or reimbursement of hospitality expenses for the following must be approved by the Approving Authority (**see section 5.3**):

- Hospitality expenses for recreational, sporting, or entertainment events.
- Hospitality expenses for a spouse or domestic partner of an employee.

**Note:** Additional details regarding the approval of hospitality expenses are described in **section 6.0 Responsibilities**.

#### 4.5. Hospitality Justification Form

4.5.1. All hospitality expenses must have a completed hospitality justification form submitted along with supporting backup documentation such as a quote, invoice, and original receipt when requesting payment or reimbursement.

4.5.2. Information required on the justification form (for all hospitality events) includes:

- The type of event (i.e., employee business meeting, employee morale, fundraising events, membership in social organizations, service recognition, or student recruitment/student engagement and student recognition events).

Refer to [Appendix 8.1](#), and section **4.1. Allowable Expenses and Occasions** for additional details.

- The business purpose of the meeting or event. The business purpose must be specific and provide enough information to a third-party reviewer to understand the nature and purpose of the meeting.
- Type of provided hospitality (i.e., meals and beverages, service recognition, etc.)
- Location and date. If applicable, note if the meeting is reoccurring.
- A list of expected attendees/RSVP and their business relationship to the campus is required to be provided with all Hospitality events.

**Note:** For a large group where the names of attendees are unknown, a description of the group and estimated cost of the meal per attendee is sufficient.

- Supporting documentation, including Flyer (or other applicable documentation) and estimated average cost of meal per attendee (as applicable), must be provided.

4.5.3. If applicable, an agenda, invitation, or similar documentation should be included with the payment record for expenses related to the attendance of a spouse or domestic partner.

## 5.0. DEFINITIONS:

- 5.1. Hospitality - Activities such as, but not limited to, employee business meetings, service recognition, employee morale, membership in student recruitment, student engagement and student recognition events, and fundraising events intended to promote the mission of the University (including Auxiliaries) to the public with the expectation of benefits accruing directly or indirectly to the University.

Refer to section 4.1. Allowable Expenses and Occasions for additional details.

Hospitality also includes the following elements:

- **Entertainment services** – Reasonable expenses as part of a public purpose event incurred in connection with events or activities that are primarily social or recreational. These expenses include but are not limited to equipment and venue rental, décor, music, and performers.  
**Note:** Service expenditures related to showcasing the talent of students or employees are considered regular business expenses and are not governed by this policy. For example, presenting a poster at Super STEM.
- **Food and beverage** - Reasonable provision of a meal (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies).
- **Gifts, Awards, and Prizes**- something of value given or bestowed upon an individual, group, or entity in recognition of service to the university or achievement benefiting the university or with the expectation of benefit accruing to the university or for other occasions that serve a bona fide business purpose. *e.g., financial prizes, trophies, plaques, and flowers.*

**Note:** Gifts, Awards, and prizes to employees for exceptional contributions, to students for excellence (i.e., *Dean's List Awardees*, etc.), and to individuals to participate in research-funded surveys or study as well as employee recognition and official presentations for length of service awards (as part of a defined campus award program), with at least 5 years of service are examples of a bona fide business purpose.

The above are permissible to the extent that such hospitality expenses serve a purpose consistent with the mission and fiduciary responsibilities of the CSU/University and align with applicable IRS regulations. Cash and cash equivalent awards, such as gift certificates/gift cards, no matter how small, are always taxable to the employee as wages. A non-cash award or prize may have a taxable consequence to the employee if it does not meet the IRS definition of de minimis and infrequent. Refer to applicable IRS for tax rules found at ([IRS Publication 5137](#), Fringe Benefits Guide)

- **Promotional items** – tangible items that display the name, logo, or other icon identifying the university, such as a keychain, coffee mug, calendar, or clothing. As a general guideline, the value of promotional items should not exceed \$25 per person.
- 5.2. Public Purpose - Or business purpose includes expenses that serve a purpose consistent with the mission and fiduciary responsibilities of the University or campus auxiliary.
- 5.3. Approving Authority - President, Vice President, Chief Financial Officer (or their designees) to whom authority has been delegated to approve the holding of



hospitality events.

- 5.4. Auxiliary Organization Funds- Monies in accounts held with Cal State LA Auxiliaries. Cal State LA auxiliaries are separate legal entities authorized in the Education Code to provide essential services to students and employees. Cal State LA Auxiliaries operate in association with the University pursuant to special written agreements. They are authorized to perform specific functions that contribute to the educational mission of the campus. Cal State LA Auxiliaries are subject to applicable CSU, state, and federal laws and regulations.
- 5.5. Department Administrator - A person delegated authority to approve expenses for meals, light refreshments, and other amenities described within this procedure. Refer to Cal State L.A. Administrative Policy- **Delegation of Authority** (P010), under the *Signature Authority Matrix*- Hospitality section, for additional details.
- 5.6. De Minimis - Small in value relative to the value of total compensation. The IRS has ruled previously in a particular case that items with a value exceeding \$100 could not be considered de minimis, even under unusual circumstances.
- 5.7. Employee Meetings and Recognition Events - Meetings that serve a CSU/University business purpose and are generally administrative in nature, such as CSU systemwide meetings of functional offices, meetings of the Academic Senate, campus meetings of deans and directors, employee morale functions, extended formal training sessions, conferences, extended strategic planning sessions, and meetings of appointed work groups and committees. Public expenditures that are driven by personal motives are an impermissible use of public funds. Food and beverages provided to employees may be permitted if the expenses occur infrequently and are reasonable and appropriate to the business purpose. When a meeting takes place over an extended period, and the agenda includes a working meal, there may be justification that the meal is integral to the business function. The meeting should be in person.

Refer to **section 4.1.6** for additional details.

- 5.8. Federal Officials - Federal government employees, elected representatives of the House and Senate, the president of the United States, presidential appointments, and other Executive branch representatives. Federal officials are subject to complicated and extensive ethics rules that should be reviewed before exchanging an item of value.
- 5.9. Fundraising Event - Events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Fundraising events may include dinners, dances, door-to-door merchandise sales, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events. Fundraising events do NOT include the following:
  - Activities substantially related to accomplishing the University's mission include but are not limited to activities that receive sponsorship.
  - Unrelated trade or business activities that generate fees for service.
  - Fundraising solicitations and related prospecting activities intended to generate only a contribution (no purchase of goods or services).
  - Raffles in which the prizes have only a nominal value and do not require reporting as taxable income.
- 5.10. Membership in Social Organizations – University Clubs, athletic clubs, civic organizations, and other membership organizations that provide a venue for hosting

hospitality events or promoting goodwill in the community.

**Note:** Memberships in business leagues, chambers of commerce, trade associations, and professional organizations are considered regular business expenses and are not governed by this policy.

- 5.11. Official Host - A university or auxiliary employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of university business.
- 5.12. Official Guest - A person an official host invites to attend a university or auxiliary meeting, conference, reception, activity, or event. Examples of official guests include but are not limited to employees from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.
- 5.13. Operating Funds (CSU Fund 485) - State appropriation of general tax revenue and student fee revenue for state-supported instruction and related programs and operations.

The above includes all monies in campus accounts (e.g., tuition and fees)

- 5.14. Other University and Auxiliary Funds (Other Funds) - Except for the CSU Operating Fund (485) and trust and agency funds held in a custodial capacity for third parties, all other funds controlled by the University or its auxiliaries including, among others, donor funds, grant and contract funds, reimbursed programs, Continuing Education Revenue Funds, Lottery Education Funds, and Enterprise Funds.
- 5.15. Trust or Agency Funds - Fiduciary funds held by the university or an auxiliary in a purely custodial capacity (assets equal liabilities) for individuals, private organizations, or government units. Trust or agency funds held by the university or its auxiliaries on behalf of third parties are subject to applicable laws and written agreements.
- 5.16. Work Location - The place where the major portion of an employee's working time is spent or where the employee returns during working hours upon completing special assignments.

## 6.0. RESPONSIBILITIES:

### 6.1. Expense Claimant will:

- 6.1.1. Obtain permission from the approving authority to hold hospitality events or to be reimbursed for hospitality-related expenses. This request must be submitted on the Authorization to Hold Hospitality Event and Request for Reimbursement of Hospitality-Related Expenses form ([Appendix 8.3.](#)).
- 6.1.2. Specify the source of funds for the Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form.
- 6.1.3. Process payment for hospitality expenses through the procurement card if the procurement card is set up to process hospitality payments (see Section 6.2.).
- 6.1.4. Work with the Procurement Office to determine the appropriate purchasing method if payment cannot be processed using a Procurement Card per Section 6.1.3. Attach a copy of the Authorization to Hold Hospitality Event and Request

for Reimbursement for Hospitality-Related Expenses form.

- 6.1.5. If applicable, Reserve university facilities as outlined in Administrative Procedure 505, Use of Facilities and Equipment.
  - 6.1.6. Complete the Temporary Food Facility Permit (**Appendix 8.4.**) and refer to the Temporary Food Facility Guidelines (**Appendix 8.5.**) when using an outside food vendor/caterer.
  - 6.1.7. Complete the Request to Serve Alcoholic Beverages form if applicable. Refer to Cal State L.A. Administrative Procedure- **Alcoholic Beverages** (019).
- 6.2. Procurement Card Holders will:
- 6.2.1. Obtain prior permission from department administrators to use their procurement cards for hospitality payment purposes.
  - 6.2.2. Ensure that the hospitality claim will conform with the hospitality policy.
  - 6.2.3. Process payment through the procurement card if the card has been set to allow hospitality payments.
    - 6.2.3.1. If the procurement card is used as the payment vehicle, a copy of the Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form must be kept on file for reconciliation purposes.
  - 6.2.4. Reconcile procurement card monthly statements containing hospitality payments.
  - 6.2.5. Forward all signed monthly procurement card statements with the Authorization to Hold Hospitality Event and Request for Reimbursement of Hospitality-Related Expenses forms, per the Procurement Card Program Policy and Guidelines.
- 6.3. The Procurement Office will:
- 6.3.1. Ensure that all purchase requisitions for hospitality events are accompanied by the Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form.
  - 6.3.2. Review all purchase orders for conformance to the hospitality policy.
- 6.4. Accounts Payable will:
- 6.4.1. Ensure that all non-PO (i.e., Direct Pay/Procurement Card) hospitality expenses payment requests are accompanied by the Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form.
  - 6.4.2. Review all Direct Pay/Procurement Card hospitality expenses payment requests for conformance to the hospitality policy.
- 6.5. The Risk Management/Environmental Health and Safety (RM/EHS) will:
- 6.5.1. Review and approve or deny all Temporary Food Facility Permits.
- 6.6. Department Administrators will:

- 6.6.1. Ensure that requests for reimbursement/payment and/or purchase requisitions for hospitality events are accompanied by the Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form before approval.
- 6.6.2. Review all procurement card Hospitality-related payments/transactions for conformance to the hospitality policy and ensure P-Card Holders obtain and submit required Hospitality approval and supporting documentation with the monthly P-Card Reconciliation Packet.
- 6.6.3. Ensure that reimbursement/payment claims are legitimate and include proper documentation.
- 6.6.4. Forward the Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form to the appropriate approving authority.

6.7. The Approving Authority will:

- 6.7.1. Review and approve or deny the Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form.

Individuals with approving authority will not approve their own or their supervisor's hospitality expenses. Exception: the campus VP, Administration & Finance/ CFO is the designated approver for the campus President. Refer to Cal State L.A. Administrative Policy- **Policy For One-Up (Next Level) Authorizations For Business Expenses** (P006) for additional details.

6.8. The VP for Administration and Finance and CFO (or Designee) will:

- 6.8.1. Approve all exceptions to the maximum per-person rates.
- 6.8.2. Annually review the maximum per-person rates and update as appropriate.
- 6.8.3. Delegate authority for reviewing and approving requests to use vendors other than University Auxiliary Services, Inc. (UAS) Food Services and requests for off-campus events to the Executive Director, UAS, as prescribed by Cal State L.A. Administrative Procedure- **Auxiliary Services** (025).

7.0. PROCEDURES:

- 7.1. All Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses forms must be submitted to the appropriate Vice President by ten (10) working days before the proposed event.
  - 7.1.1. Requests from the Vice Presidents should be submitted to the President.
  - 7.1.2. Requests from the President should be submitted to the Vice President for Administration and Chief Financial Officer.
- 7.2. The President, Vice Presidents, and Chief Financial Officer are designated approving authorities and will either approve or deny the Authorization to Hold Hospitality Event and Request for Reimbursement of Hospitality-Related Expenses form. Review/approval of this form may be further delegated to a department administrator for amounts not to exceed five hundred dollars (\$500).

- 7.3. Expense claimants will:
- 7.3.1. Complete all necessary paperwork before the event.
  - 7.3.2. Ensure that all hospitality-related claims conform with the hospitality policy.
  - 7.3.3. Submit hospitality expenses on the proper expense claim forms.
- 7.4. Department administrators will review hospitality expenses for conformance to the hospitality policy and approve payments.

8.0. APPENDICES:

- 8.1. [Funding Sources for Payment of Hospitality Expenses.](#)
- 8.2. [Person Limits Maximum Per-Person Rates for Hospitality Meals and Light Refreshments.](#)
- 8.3. [Authorization to Hold Hospitality Event and Request for Reimbursement for Hospitality-Related Expenses form.](#)
- 8.4. Cal State LA, Temporary Food Facility Permit form:
  - **FOR STUDENT ORGANIZATIONS**  
[Student Temporary Food Permit Form](#)
  - **FOR DEPARTMENTS AND OTHER (NON-STUDENT) ON-CAMPUS ORGANIZATIONS**  
  
[Department and/or Other On-Campus Organizations Temporary Food Permit Form](#)
- 8.5. Cal State LA, [Temporary Food Facility Requirements and Guidelines.](#)



Appendix 8.1

**FUNDING SOURCES FOR PAYMENT OF HOSPITALITY EXPENSES**

<b>Funding</b>				
<i>See footnotes on page 3.</i>				
<b>Funding Sources for Payment of Hospitality Expenses</b>				
<b>Hospitality Expenses</b>	<b>State Funds* (485)</b>	<b>Trust Funds ** (496)</b>	<b>Auxiliary Organization Funds ***</b>	<b>Account Code</b>
<b>Allowable with restrictions</b> (see below)				
<b>Service Recognition</b> (Something of value given or bestowed upon individual, group, or entity in recognition.) (e.g., a minimum of five years of service or awards presented during an official activity).				
Food and Beverages	Yes	Yes	Yes	<b>660855</b>
Alcoholic Beverages	No	No	No	Not Applicable
Tobacco Products	No	No	No	Not Applicable
Gifts, Awards, Prizes	Yes	Yes	Yes	<b>660855</b>
Promotional items	Yes	Yes	Yes	<b>660855</b>
Entertainment services	No	Yes	Yes	<b>660855</b>
<b>Employee Business Meetings</b> (Serve a bona fide business purpose and are administrative in nature.)				
Food and Beverages	Yes	Yes	Yes	<b>660855</b>
Alcoholic Beverages	No	No	No	Not Applicable
Tobacco Products	No	No	No	Not Applicable
Gifts, Awards, Prizes	No	No	No	Not Applicable
Promotional items	No	No	No	Not Applicable
Entertainment services	No	No	No	Not Applicable
<b>Employee Morale</b> (Official employee morale-building and appreciation activities that serve a business purpose.)				
Food and Beverages	Yes	Yes	Yes	<b>660855</b>
Alcoholic Beverages	No	No	Yes	<b>660855</b>
Tobacco Products	No	No	No	Not Applicable
Gifts, Awards, Prizes	No	No	No	Not Applicable
Promotional items	Yes	Yes	Yes	<b>660855</b>
Entertainment services	No	Yes	Yes	<b>660855</b>

**Appendix 8.1**

<b>Hospitality Expenses</b>	<b>State Funds* (485)</b>	<b>Trust Funds ** (496)</b>	<b>Auxiliary Organization Funds ***</b>	<b>Account Code</b>
<b>Student recruitment, student engagement, and student recognition events.</b> (Meetings of student organizations and groups, student events such as commencement exercises, and events or meetings of other CSU-related groups such as alumni associations) Gifts to Students are not permissible.				
Food and Beverages	Yes	Yes	Yes	<b>660855</b>
Alcoholic Beverages	No	No	No	Not Applicable
Tobacco Products	No	No	No	Not Applicable
Gifts, Awards, Prizes	No	No	No	Not Applicable
Promotional items	Yes	Yes	Yes	<b>660855</b>
Entertainment services	No	Yes	Yes	<b>660855</b>
<b>Fund Raising Events</b> - Sole or primary purpose of raising charitable funds where participants make a charitable contribution.				
Food and Beverages	No	No	Yes	<b>660855</b>
Alcoholic Beverages	No	No	Yes	<b>660855</b>
Tobacco Products	No	No	No	Not Applicable
Gifts, Awards, Prizes	No	No	Yes	<b>660855</b>
Promotional items	No	No	Yes	<b>660855</b>
Entertainment services	No	No	Yes	<b>660855</b>
<b>Membership in Social Organizations</b> - (University clubs, athletic clubs, civic organizations, and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community.)				
Food and Beverages	No	Yes	Yes	<b>660855</b>
Alcoholic Beverages	No	No	Yes	<b>660855</b>
Tobacco Products	No	No	No	Not Applicable
Gifts, Awards, Prizes	No	Yes	Yes	<b>660855</b>
Promotional items	No	Yes	Yes	<b>660855</b>
Entertainment services	No	Yes	Yes	<b>660855</b>

**Appendix 8.1**

Hospitality Expenses	State Funds* (485)	Trust Funds** (496)	Auxiliary Organization Funds***	Account Code
<b>Not Allowed</b>				
<b>Personal Benefit Event</b> - Employees & Students (include but are <u>not limited</u> to birthdays, weddings, anniversaries, baby showers, get well, and graduation gifts, among others.)				
Food and Beverages	No	No	No	Not Applicable
Alcoholic Beverages	No	No	No	Not Applicable
Tobacco Products	No	No	No	Not Applicable
Gifts, Awards, Prizes	No	No	No	Not Applicable
Promotional items	No	No	No	Not Applicable
Entertainment services	No	No	No	Not Applicable
* <b>Footnote:</b> Operating fund = State appropriation of general tax revenue and the student fee revenue for state-supported instruction and related programs and operations.				
** <b>Footnote:</b> Hospitality and Gift Expenses may be charged to Trust Funds only if permitted by the Trust Fund Agreement and to Auxiliary Funds only if there are no restrictions within the Grant and/or Contract for these expenses. Federal Funds may not be used to purchase alcoholic beverages unless <b>specifically authorized</b> in the contract or grant or by agency policy.				
*** <b>Footnote:</b> Student fees may <u>not</u> be used to purchase alcohol, tobacco products, gifts, or other prohibited items.				
Any item not listed in Appendix 8.1 (pages 1-3) must be reviewed/approved by the VP Administration and Finance/CFO or Designee before any expenses are incurred.				





**Appendix 8.2**

**PERSON LIMITS FOR HOSPITALITY FOOD AND BEVERAGES**

<b>Hospitality</b>	<b>Sub-category</b>	<b>Maximum Per Person per day - (see footnote 1 &amp; 2)</b>
<b>Food and Beverage (Includes catering, labor, sales tax, delivery fees, and other service fees)</b>	Breakfast	\$20
	Lunch	\$30
	Dinner	\$75
	Light Refreshments <b>(see footnote 3)</b>	\$30
<b>Footnotes:</b>		
1. Per-person limits are inclusive of total costs, including catering service fees and taxes (see above). The reimbursement for a buffet reception cannot exceed the applicable meal allowance associated with the type of buffet (e.g., breakfast, lunch, dinner, or light refreshments).		
2. Maximum per-person limits are specific for stateside expenditures. Refer to the Cal State LA Hospitality policy for additional details.		
3. Light refreshments include coffee and other beverages, snacks, hors d'oeuvres, pastries, cookies, crackers, chips, fruit, etc.		



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## AUTHORIZATION TO HOLD HOSPITALITY EVENT AND REQUEST FOR REIMBURSEMENT OF HOSPITALITY-RELATED EXPENSES

\_\_\_\_ Authorization to Hold Event  
\_\_\_\_ Request for Reimbursement

**Type of Hospitality** (select an option from the list): \_\_\_\_\_

1. Type of Participant: Student  Faculty  Staff  Other  \_\_\_\_\_
2. Name of Department/Organization: \_\_\_\_\_
3. Prepared by: \_\_\_\_\_ Extension: \_\_\_\_\_
4. Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
5. Title and Business Purpose of Event: \_\_\_\_\_

6. Will UAS provide services for the event? Yes  No \*

**\*Note: All requests to host an off-campus event, purchase food from an off-campus vendor or the purchase of any food items from anyone other than University Auxiliary Services, Inc. (UAS) Dining Services must be approved by UAS as prescribed by Cal State L.A. Administrative Procedure 025. Please explain in detail in the space provided below the reason for the request. Signature of UAS Dining Services Director, or designee, is required prior to the event.**

**A)** Provide list of expected attendees/RSVP, include the business relationship of attendees to campus (attach separate list if needed) \*\* and **B)** Include the Event Flyer (or applicable documentation) and **C)** Estimated average cost of meal per attendee (as applicable)

\*\* For large groups where the names of attendees is unknown, a description of the group and estimated cost of the meal per attendee may be provided in lieu of a list of attendees.

Name and Title of UAS Approving Authority: \_\_\_\_\_

\_\_\_\_ Approve      \_\_\_\_\_ Decline      \_\_\_\_\_ Signature      \_\_\_\_\_ Date

7. Funding Source\*

	Account	Fund	Department	Program	Project ID	
CFS Chartfield	660855					\$ _____
CFS Chartfield	660855					\$ _____
CFS Chartfield	660855					\$ _____
TOTAL						\$ _____

8. Will alcoholic beverages be served? Yes  No  If yes, refer to Cal States LA Administrative Procedure 019, Use of Alcoholic Beverages on Campus.

I have read Cal State LA, Administrative Procedure 209, Hospitality Policy and hereby agree to abide by the provisions stated herein.

\_\_\_\_ Department Administrator Approver (Level 4 or above)      \_\_\_\_\_ Signature      \_\_\_\_\_ Date

\_\_\_\_ Fiscal Authority Approver (Level 4 or above)      \_\_\_\_\_ Signature      \_\_\_\_\_ Date

\_\_\_\_ Division VP/CFO Approver (Level 2 or above)      \_\_\_\_\_ Signature      \_\_\_\_\_ Date

\_\_\_\_ Approve      \_\_\_\_\_ Decline