Hospitality Policies
What is a hospitality expense?

- Meals
- Events
- Gifts
Allowable Hospitality Expenses

• Directly related to, or associated with, the active conduct of official University business.

• Serves a clear University business purpose, with no personal benefit derived by the official host or other university/campus employees.

• Cost effective and in accordance with the best use of public funds.
Who are the Official Guests?

- Visitors from other universities
- Members of the community
- Visiting dignitaries
- Donors (prospective donors, alumni)
- University employees visiting from another work location
Meal with Official Guests
Maximum Allowable Rates Per Person (Tax, tips & labor costs included)

• Breakfast $20.00
• Lunch $30.00
• Dinner $50.00
• Light Refreshment $15.00
• Tip: 15% recommended, 20% max
• Meal category determined by menu, not necessarily the time of meal.
• Example: Appetizers at 7:00 P.M.: $15/max per person
Required Documents for Reimbursement

- Original Itemized Receipts Required
  - Detailed Items Listed
  - Method of Payment

If original itemized receipt is not available

- The credit card statement is not sufficient
  - Call restaurant to retrieve one
  - Write a memo with approver’s signature
  - Request an exception
Alumni/Donor Cultivation Events

• The cost of meals or light refreshments may be paid or reimbursed when the University hosts an event for the purpose of generating the goodwill of prospective donors.
Events Checklist

- Contracts must be submitted for an administrative review prior to engagement.
  - Before invitations are mailed
  - Budget check
  - Verify source of funding
  - Secure necessary signatures
  - Payment by personal credit card - Not advised but possible

- Obtain Insurance

- Obtain alcohol clearance if serving alcohol

- Additional form may be required if using Ucorp funds
Event Contracts: On Campus Vendors

Required Signatures: Senior Staff

• Sodexo, Vista Room, Cesar Chavez vendors
Event Contracts: Off Campus Vendors

Required Signatures on Contracts:

- Megan Dobbyn (Procurement) – University Fund
- Jason Porth – (University Enterprise) - U.Corp Fund
  - Authorized to commit the university/U. Corp to pay event related expenses.
  - Unauthorized signers will be held liable for cost of event.

Events at an employee’s/private resident is prohibited.
Exception to Allowable Rates

Exception to maximum rate allowable is possible.

- Reasons for exception:
  - Location: NY, DC, international events higher costs
  - Limited number of restaurants available in the area

- Requires VP approval on the Exception form - for University Fund

- VP and Jason Porth’s approval required for events funded by U. Corp – Prior To Event
GIFTS
Gifts Presented to Non-Employees

• On behalf of the University
  o Appreciation
  o Get Well
  o Sympathy gifts
  o Promotional

• Must be able to demonstrate that the gift **benefits the University** or clearly necessary to the University’s fulfillment of its **role as a good community citizen.**

• To avoid any appearance of favoritism, no officer or employee should present a gift that appears to be offered because of the position held by the recipient.

• Of moderate expense

**Not Allowable on State fund (General Fund)**
Gifts Presented to Non-Employees

- May **NOT** be presented to the following:
  
  - University employees or relatives of University employees.
  
  - Any individual or organization associated either directly or indirectly with a political party, campaign, or candidate, or a group engaged in an attempt to influence legislation, elections, referendums, or the like.
  
  - Any person with whom a presenter has an outside business relationship, i.e., where any conflict of interest exists.
Prohibited Expenses

Expenses that are of a personal nature and not related to the active conduct of official CSU business will not be reimbursed.

Examples:

- Birthday
- Wedding
- Anniversary
- Baby shower
- Farewell other than retirement
Gifts Presented to Non-Employees

- Maximum: $100
- Allowable Gifts:
  - Flowers
  - Gift cards
  - SF State promotional items
Gifts Presented to Non-Employees

• Not allowable:
Gifts Presented to Employees

- **Allowable transactions on State Fund (General Fund)**
- Recognition of service
  - Minimum of 5 years of service
- Retirement gift
- Maximum: $250 – Work Related Gifts/Awards
  - Service Awards
  - Flowers
  - Gift cards
  - SF State promotional items
Gifts Presented to Employees

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Meetings

- *Must be a necessary and integral part of the business meeting, not a matter of personal convenience.*
  
  Examples:
  - Advancement meeting with President Wong

- Reimbursement will *not* be allowed when two or more employees from the same work location choose to go to lunch together to continue their business as *an incidental* part of the meal, or when the meeting could have been scheduled during regular working hours.
  - Cannot be reimbursed from State funds
Faculty/Staff Picnics, Holiday Gatherings, and Parties

- May be paid or reimbursed, provided it can be demonstrated that such functions serve a University business purpose.
  - Example: Advancement off-site meeting

- Not allowable on State fund (General Fund) but permissible on Ucorp funds.
Hospitality While On Travel Status

- The Expense should be documented on the “Business Expense Reimbursement Request Form”

- The above form should be submitted with the Travel Expense Claim to ensure that the meals for hospitality are separately identified and justified from the meals for travel.

A per diem meal must not be added to the travel expense form when a hospitality expense for the same meal has been submitted for reimbursement.
How do I get my reimbursement?

• Must have original itemized receipts (*electronic receipts need to be certified by the requestor and the approver*)

• Complete *Business Expense Reimbursement Request Form* or *U. Corp Hospitality Form*

• Must submit within 30 days after the event.

• Required information:
  
  o Name of the official Host (must be an individual)
  o Purpose of event/meeting
  o Number of guests/recipient
    
    ▪ If the group is 25 or less participants, requires a list of names, title, and affiliation
    ▪ Copy of invitation/flyer
Where’s my reimbursement?

• Two to four weeks to process
  o Longer if an exception is required or missing documentation

• Check will be mailed to your home unless you request to pick up on campus.
Questions