

**CALIFORNIA STATE UNIVERSITY, STANISLAUS  
AUXILIARY AND BUSINESS SERVICES**

**HOSPITALITY/MEETING EXPENSE POLICY**

**I. Purpose**

This policy is established to set forth guidelines for appropriate expenditure of funds relative to hospitality and meeting expenses for the California State University, Stanislaus Auxiliary and Business Services (Auxiliary). There are occasions when the Auxiliary acts on behalf of, or to the benefit of, the University. On these occasions, as well in its own activities, judicious extension of hospitality in connection with official business is in the best interest of the Auxiliary. This document outlines policies and procedures governing this activity. This policy conforms to Executive Order (EO) No. 761 from the California State University Office of the Chancellor dated October 31, 2000 titled Hospitality, Payment or Reimbursement of Expenses.

**II. Policy**

Hospitality expenses shall be directly related to, or associated with official business, consistent with the mission and fiduciary responsibilities of the Auxiliary. The expenditure of funds for hospitality should be cost effective and in accordance with the best use of Auxiliary funds. When determining if a hospitality expense is appropriate, the approving authority will evaluate the importance of the event in terms of 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 objectives. When an Auxiliary employee or University representative on behalf of the Auxiliary acts as an official host, the occasion must, in the best judgment of the approving authority, serve a clear Auxiliary business purpose. Hospitality expenses, including awards and gifts, must conform to Internal Revenue Service regulations.

**III. Definitions**

- A. *"Approving Authority"* - a person to whom authority has been delegated in writing to approve expenses in accordance with Auxiliary policy.
- B. *"Auxiliary"* - the California State University, Stanislaus Auxiliary and Business Services.
- C. *"Auxiliary Organization Funds"* - funds held by the California State University Stanislaus Auxiliary and Business Services.
- D. *"Award"* - a gift of tangible personal property in recognition of service or achievement directly benefiting the Auxiliary.
- E. *"Gift"* - something of value given or bestowed upon an individual, group, or entity.
- F. *"Hospitality"* - the provision of meals (catered or restaurant), refreshments (beverages, hors d'oeuvres, pastries, cookies, etc.), promotional materials, gifts, awards, and travel expenses

of official guests of the Auxiliary. Hospitality expenses include expenses for activities that promote the Auxiliary to the community.

- G. *"Meeting Expense"* - Costs necessary for the event or occasion that are not hospitality expenses, such as event equipment and set up, and the costs for development, printing and mailing of normal meeting materials.
- H. *"Official Host"* an Auxiliary employee or University representative on behalf of the Auxiliary, who hosts a meeting, conference, reception, etc., for the purpose of official Auxiliary business.
- I. *"Official Guest"* - a person invited by an official host to attend a University or Auxiliary meeting, conference, reception, or event. Examples of official guests include University or Auxiliary staff, students, members of the community, or media representatives.
- J. *"Promotional Materials"* - a gift of tangible personal property that is distributed to promote the name or image of the Auxiliary, to provide information, or enhance Auxiliary productivity. Promotional items are of minor value and bear the logo or other icon or information identifying the Auxiliary such as a pen, folder, calendar, or clothing.
- K. *"University"* - refers to California State University, Stanislaus.

#### IV. Authority

- A. **Policy Authority:** The policy set forth within this document is issued under the authority of the California State University, Stanislaus Auxiliary and Business Services Board of Trustees. Authority and accountability is herewith delegated to the Auxiliary and Business Services Executive Director for implementation of this policy.
- B. **Approval Authority:** Individuals with delegated approval authority shall not approve the hospitality expense of a person to whom they report; that is, the approving authority should be the supervisor (or higher level) of the official host. In addition, individuals with delegated approval authority shall not approve their own hospitality expenses.
  - 1. The Executive Director is responsible for ensuring that hospitality expenditures conform to the requirements of this policy and that claims submitted for payment or reimbursement include the appropriate supporting documentation.
  - 2. The appropriate department head or manager may approve hospitality or meeting expenses below \$500 per event or occasion, as long as the expenses are in accordance with said policy, and they are approved by a supervisor.

#### V. Allowable Expenses and Occasions

##### A. Host to Official Guests

When the Auxiliary hosts official Auxiliary guests, including students, faculty, staff, visitors from other universities, auxiliaries, or members of the community.

##### B. Retirement or Staff Recognition Receptions

Hospitality expenses related to staff retirement, service or accomplishment receptions.

C. Governing Board and Committee Meetings

Expenses related to meetings, receptions, and retreats of the Auxiliary Governing Board and Standing or Sub-Committee meetings, including meals, refreshments, gifts, appropriate set up, equipment, and related costs. Travel expenses will not be considered hospitality/meeting expenses and will be funded through the parameters set forth within the Auxiliary's Travel Policy.

VI. Procedures

A. **Reimbursement Procedures For Allowable Events Over \$500.00**

1. Prior approval of the Auxiliary and Business services Executive Director or Treasurer must be obtained in writing using the appropriate Hospitality Expense Form (see **Exhibit A**) containing the following information:
  - Name of official host
  - Name of person(s) or group for whom the hospitality event is planned
  - Relationship of guest(s) to the Auxiliary
  - Date, location and type of hospitality event (lunch, dinner, etc.)
  - Business purpose of event
  - Estimated cost of event including breakdown of expense items
  - Signature of preparing party
  - Signature of approving party
2. The approved written request form will be submitted to the Auxiliary Accounting Department with the request for encumbrance of the appropriate funds.
3. Upon completion of the event or occasion all **original** itemized receipts and supporting documentation must be attached to the authorization form with the following information:
  - Name of payee
  - Total (actual) amount to be reimbursed
  - Account number
  - Authorized signature for account

The completed form should be submitted to the individual responsible for approving payment. Upon approval and verification that all supporting documents, with required signatures for pre-approvals, are attached, the form should be forwarded to the Auxiliary and Business Services Accounts Payable department for payment processing.

Payments not supported with original itemized receipts are considered income by the IRS and are reportable.

## B. Reimbursement Procedures For Allowable Events Under \$500.00

1. The appropriate department head or manager will submit a written request using the appropriate Hospitality Expense Form (see **Exhibit A**) with the following information to the Auxiliary Accounting Department, with the request for encumbrance of the appropriate funds:
  - Name of official host
  - Name of person(s) or group for whom the hospitality event is planned
  - Relationship of guest(s) to the Auxiliary
  - Date, location and type of hospitality event (lunch, dinner, etc.)
  - Business purpose of event
  - Estimated cost of event including detailed breakdown of expense items
  - Signature of preparing party
  - Signature of approving party (immediate supervisor or higher)
2. Upon completion of the event or occasion all itemized **original** receipts and supporting documentation must be attached to the authorization form with the following information:
  - Name of payee
  - Total (actual) amount to be reimbursed
  - Account number
  - Authorized signature for account

The form should be forwarded to the Auxiliary and Business Services Accounts Payable department for payment processing.

The completed form should be submitted to the individual responsible for approving payment. Upon approval and verification that all supporting documents, with required signatures for pre-approvals, are attached, the form should be forwarded to the Auxiliary and Business Services Accounts Payable department for payment processing.

Payments not supported with original itemized receipts are considered income by the IRS and are reportable.

## VII. Responsibilities

Auxiliary Executive Director: The Auxiliary and Business Services Executive Director is responsible for implementation of this policy and ensuring that the occasions and expenses are in accordance with this policy.

Payment Approval Authority: Individuals approving payment or reimbursement of hospitality expenses are responsible for the review and approval of the Hospitality Expense Form ensuring that it is an allowable expense, complete, accurate and all required documents, with approvals, are attached.

Accounts Payable Department: The Auxiliary and Business Services Accounts Payable department is responsible for the review of the form and supporting documents for completeness and verification that the amounts claimed are allowable pursuant to this policy, the accounts charged are appropriate, and the form has been properly approved. In addition, the Accounts Payable department is responsible for retention of all documents in accordance with State and Federal requirements.

**IN WITNESS WHEREOF**, this policy has been executed as of the date first written below.

Executed on December, 12 2002

**California State University, Stanislaus  
Auxiliary and Business Services**

*Signature on file*

By \_\_\_\_\_  
Mary Stephens  
Executive Director

APPROVED:

*Signature on file*

\_\_\_\_\_  
Marvalene Hughes, Chairperson  
**California State University, Stanislaus  
Auxiliary and Business Services Board of Trustees**

Approved on December 12, 2002

**Exhibits: Exhibit A, Hospitality Expense Form  
Exhibit B, Funding Sources for Payment of Hospitality Expenses**

**EXHIBIT A**



**CALIFORNIA STATE UNIVERSITY, STANISLAUS**  
**Auxiliary and Business Services**  
801 West Monte Vista Avenue • Turlock CA 95382-0299

**HOSPITALITY EXPENSE FORM**

In order to comply with Executive Order #761, effective August 1, 2001, all information requested below must be submitted. If you should have any questions concerning appropriate expenses please see the funding sources table on the reverse side.

Department Name: \_\_\_\_\_ Requisition No. \_\_\_\_\_

Requestors Name And Title: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Account Number To Be Charged: \_\_\_\_\_ ACTV: \_\_\_\_\_

Type Of Expense (e.g.: breakfast, lunch, refreshments, gifts):  
\_\_\_\_\_

Amount of Expense: \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

\*For purpose of completing this form, hospitality expense or food and beverage expense will be referred to as "event".

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

List of Names, Titles, Affiliations Of Event Participants:  
\_\_\_\_\_

Provide Explanation Of Benefit Received From the Event By The University or Auxiliary:  
\_\_\_\_\_

APPROVED BY (Dept. Head, Dean or Vice President):

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Please attach this form to the completed and approved department requisition form along with the **original, itemized receipt (s)** (the itemized restaurant bill as well as the personal credit card receipt). If the restaurant is unwilling or unable to provide an itemized receipt, a written statement to that fact, **must be provided.**

**NOTE:** Individuals cannot approve their own reimbursements, nor can individuals approve expenses of their supervisors.

**EXHIBIT B**  
**FUNDING SOURCES FOR PAYMENT OF HOSPITALITY EXPENSES**

Hospitality Expenses	General Fund Appropriations	Lottery Ed. Funds	Special Funds	Auxiliary and Other 501c(3) Organizations
Food and beverages (other than alcoholic beverages) for meetings attended only by employees of CSU Stanislaus	NO	NO	YES	YES
Food and beverages (other than alcoholic beverages) for meetings attended by official guests	YES	YES	YES	YES
Alcoholic beverages and tobacco products	NO	NO	YES	YES
Gifts	NO	NO	YES	YES
Awards	NO	YES	YES	YES
Promotional items	YES	YES	YES	YES
Travel	YES	YES	YES	YES