



HOSPITALITY JUSTIFICATION FORM (D-11)

Accounts Payable
and Travel Operations

CSFPP ASC ASI ALUMNI

ADMINISTRATION AND FINANCE

Date	Preparer Name	Department	Extension	Requisition #	
Event/Activity Name			Official Host		
Event Date			Event Time		
Location			# of Attendees		
Food Service Provided	Breakfast \$45	Lunch \$60	Dinner \$110	Light Refreshments \$45	
Calculated cost per person for this event	\$	Does cost exceed policy amount?		No	Yes
Type of Hospitality (list)	(See fund restrictions)	Vendor(s)	Vendor Form on file/Q#?	AMOUNT	

CHARTFIELD(S) OR AUXILIARY ACCOUNT CODES					PAYMENT METHOD	
Account	Fund	Department	Program	Class	Petty Cash	Other
					Aux P-Card	Reimbursement
						Check Request

JUSTIFICATION OR PURPOSE OF EXPENDITURE (BRIEFLY EXPLAIN HOW THE PURCHASE BENEFITS THE UNIVERSITY, RESEARCH OR PROJECT)

STATEMENT OF PAYEE/REQUESTER RESPONSIBILITIES (IF REQUESTING EMPLOYEE OR STUDENT REIMBURSEMENT, SIGNATURE IS REQUIRED)
 I CERTIFY THAT THIS EXPENDITURE IS REASONABLE AND NECESSARY FOR THE DEPARTMENT'S OPERATIONS AND THE UNIVERSITY'S MISSION.

Requester/Cardholder (please print)	Requester/Cardholder Signature	Date	Extension

STATEMENT OF APPROPRIATE ADMINISTRATOR/APPROVER RESPONSIBILITIES
 I CERTIFY THAT THE FUNDS ARE AVAILABLE FOR THIS EXPENDITURE AND THAT THIS EXPENDITURE IS REASONABLE AND NECESSARY FOR THE DEPT.'S OPERATIONS AND THE UNIVERSITY'S MISSION.

Appropriate Administrator/Approver Name (please print)	Appropriate Administrator/Approver Signature	Date

Name of 2nd Approver (please print)	Signature of 2nd Approver	Date

Attach all receipts, invoices and supporting documentation to this Hospitality Justification form and submit to Accounts Payable for all Non-P-card FLCMP payment requests and e-business for P-card reconciliations. For Auxiliary payments, please verify with Auxiliary team.

HOSPITALITY EXPENSES APPROVED FUNDING MATRIX		
EXPENSE	FUND SOURCE	
	STATE	AO
1) Entertainment Services Reasonable expenses as part of a public purpose event include but are not limited to equipment and venue rental, decor, music, and performers.	YES	YES
2) Recreational, Sporting, and Entertainment Events/Activities University funds may be used to pay a fee for employees and official guests to attend, enter, or participate in a recognized university recreational, sporting, or entertainment event/activity. The Division Head must pre-approve the use of university funds on non-university recreational, sporting and entertainment events/activities.	YES	YES
3) Food and beverage (non-alcoholic) Food and beverages such as meals (vouchers, catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies) may be provided to employees and official guests when the expenses occur infrequently, are reasonable and serve a business purpose.	YES	YES
4) Spouse, Domestic Partner, or Significant Other Event attendance of a high-level official's spouse, domestic partner, or significant other might be permissible if their present service is a legitimate CSUF business purpose and has a substantial role in the proceedings.	YES	YES
5) Students and Prospective Students Hospitality provided to students or prospective students may be permitted when it serves a CSUF business purpose.	YES	YES
6) Awards/Prizes and Service Recognition 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. Faculty/staff length of service awards and retirement awards/tangible personal property and recognition gatherings may be awarded to employees with at least five years of service. Prizes may be purchased if determined to meet the university's business needs. Cash prizes and cash equivalent prize items, such as gift cards and gift certificates, must be expensed to AO funds. Dollar limits apply.	YES	YES
7) Morale and Team-Building Activities Employee morale-building and appreciation activities that serve an official business purpose.	YES	YES
8) Gifts Items of value given or bestowed upon an individual, group, or entity with the expectation of a benefit accruing to the university, including donor or volunteer recognition. Gifts also may include but are not limited to get well or memorial floral or other arrangements made on behalf of the university in the event of a severe illness, injury, or death of a university employee, an individual external to the university who had a close educational, community, business, or philanthropic relationship with the university; a student; or death of a member of an employee's immediate family. Gifts may not exceed \$75 in value unless approved by the Division Head. In no instance may a gift exceed \$200.	NO	YES
9) Fundraising All University fundraising efforts must be coordinated through University Advancement with the intent to secure gifts and other contributions. The Hospitality form requires counter-approval by the Vice President of University Advancement or their designee for all expenses under this category.	YES	YES
10) Promotional Materials Promotional materials are items of nominal value that bear the university logo or other university symbol and are distributed to promote the name or image of the university, provide information, or enhance university productivity.	YES	YES
11) Membership in Social Organizations University clubs, athletic clubs, civic organizations, or other membership organizations that provide a venue for hosting hospitality events or promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations, and professional organizations are considered regular business expenses and are not governed by this policy.	NO	YES
12) Alcoholic Beverages/Tobacco Products Tobacco products are generally not allowed. Please reference the <i>Policy on Systemwide Smoke and Tobacco Free Environment (EO 1108)</i> for exceptions.	NO	YES

Hospitality: Defined to include the following elements:

- **Entertainment Services** - Reasonable expenses as part of a public purpose event, including but not limited to equipment and venue rental, decor, music, and performers.
- **Recreational, Sporting, and Entertainment Events/Activities** - Pertain to university and non-university events/activities for which a fee is required for entrance or participation.
- **Food and Beverage** - Reasonable provision of a meal (voucher, catered, or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, and cookies).
- **Spouses, Domestic Partners, and Significant Others** - Expenses for event attendance of a high-level official's spouse, domestic partner, or significant other that service a legitimate CSUF business purpose and has a substantial role in the proceedings.
- **Students and Prospective Students** - Expenses to host students and prospective students at fundraising and other community relations events that enhance learning experiences in recognition of student achievement, to engage with alumni and donors, as representatives of elected student leadership, and as recruitment.
- **Awards/Prizes and Service Recognition** - Something of value (including cash and cash equivalent items such as gift cards and gift certificates) 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.
- **Morale and Team-Building** - Reasonable expenses to promote employee morale-building or appreciation activities such as staff thank-you breakfasts/lunches or staff development retreats that serve an official business purpose.
- **Gifts** - Items of value given or bestowed upon an individual, group, or entity with the expectation of a benefit accruing to the university, including donor and volunteer recognition.
- **Fundraising** – When university resources are used to secure gifts and other contributions for the university.
- **Promotional Items** - Items that display the name, logo, or other icon identifying the university.

Membership in Social Organizations: University clubs, athletic clubs, civic organizations, or other membership organizations that provide a venue for hosting hospitality events or promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations, and professional organizations are considered regular business expenses and are not governed by this policy.

Official Host: A CSU trustee, auxiliary governing board member, or university or auxiliary employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of CSUF business.

Official Guest: A person invited by an official host to attend a CSUF meeting, conference, reception, activity, or event. Examples of official guests include employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.

Public Purpose (or Business Purpose): includes expenses that serve a purpose consistent with the mission and fiduciary responsibilities of the CSUF.

Private-Purpose Trust and Custodial Funds: As defined by Delegation of Fiscal Authority and Responsibility.

Retreat- An event lasting at least 5 hours, occurring on or off campus, where employees brainstorm, problem-solve, and team build in a different setting.

State Funds: Monies that are either appropriated by the legislature as part of the budget process or continuously appropriated (e.g., tuition and fees).

Student Organizations: As defined in Student Activities, the section is titled Formal Chartering and Recognition Policies.

Tip/Gratuuity - A gratuity (also called a tip) is a sum of money customarily given by a client or customer to a service worker in addition to the basic price. Tipping is commonly given to certain service sector workers for a service performed, as opposed to money offered for a product or as part of a purchase price (tips and gratuities should be 20% or less of the cost of the meal.)

Work Location: The place where a significant portion of an employee's working time is spent or where the employee returns during working hours upon completion of special assignments.

Hospitality Request Form: A form meant for the documentation and justification of hospitality transactions before the event occurs.