



HOSPITALITY JUSTIFICATION FORM

Accounts Payable
and Travel Operations
ADMINISTRATION AND FINANCE

FLCMP CSFPF ASC ASI ALUMNI

Date	Requester Name	Department	Extension	PO #	Amount
Payee/Supplier Information			Vendor 204 Form	Submitted	On-file N/A
Employee, Campus	Employee, Auxiliary	Other	Supplier ID		
Student	Non-CSUF Student		Employee/Stu ID		
Payee Name			Payee Phone		
Payee Name 2 (DBA)			Payee Email		
Mailing Address					
City, State and Zip					

Event Name		Official Host	
Event Date		Event Time	
Location		# of Participants	
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

AMOUNT	ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT

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

JUSTIFICATION FOR EXCEPTIONS TO THE HOSPITALITY POLICY

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.

Payee Name/Requester (please print)	Payee Name/Requester 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

Special Request Disposition	Pick-up Justification	Pick-up - Name and Phone
Special Handling, Enclosures	Pick-up	

Exceptions- Division Head Signature	Date

Attach all receipts, invoices and supporting documentation to this Hospitality Justification form and submit to Accounts Payable & Travel for all Non-P-card FLCMP payment requests Form Rev. Date: June 2024

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/Gratuity - 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.