

Hospitality Policy

Accounts Payable & Travel Operations

7/30/2024

Cal State Fullerton

Agenda

Title

- Changes to Hospitality Policy Oversight
- New Hospitality Justification Form
- Tips for Successful Submissions
- Additional info (checklists, site, FAQs)
- Questions

Mission of the CSU

According to the California Education Code 66010.4(b) and 66010.5, CSU's mission is undergraduate and graduate instruction through the master's degree and to support programs of public services and to involve faculty and students in these programs.



Purpose and Scope

- This policy governs the manner and extent to which CSUF and its auxiliaries may provide hospitality to:
 - Employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting, recreational, sporting, or entertainment event, or other occasion that promotes the mission of the university.
 - This policy also addresses meals served to employees as part of a morale-building function and meals provided to prospective students, employees, donors, and official guests.
 - Each of the university's entities is responsible for ensuring compliance with these requirements.
 - Governs the appropriate use of all funds unless legally exempted or otherwise restricted.
- The university and its auxiliaries will comply with additional restrictions when established by a funding source



Policy

- The hospitality policy comes from the CSU which stipulates hospitality expenses may be paid to the extent that such expenses are:
 - Necessary
 - Reasonable in amount
 - Appropriate for the occasion
 - Serve a purpose consistent with the mission and fiduciary responsibility of the CSU



Hospitality Policy Oversight

- To streamline operations, Hospitality oversight has moved from Contracts & Procurement to Accounts Payable and Travel Operations effective May 1, 2024
- Changes made to the policy stem from an internal audit conducted
- We have developed FAQ's, checklists for requestors and approvers and a new form



Major Changes to the Policy

- Campus specific definitions have been added
- Clarified authority
- Updated per person food and beverage rates
 - Clarification on when meals provided to employees is appropriate
- Clarification with Awards/Prizes as well as gifts, including expanded definitions and amounts
- Increase to hospitality approver limits (from \$1,000 to \$2,500)
- Clarification regarding state funds and which may be used on hospitality expenses



New Hospitality Justification Form

The new form replaces the old "D11" form, final day to use the old form is approvals up to September 30, 2024.

New form can be found here [Hospitality Justification Form](#)

Attach form along with payment request

- Include with invoice backup
- Include in P-card reconciliation
- For Staples, email form to eBusiness@fullerton.edu

and Travel Operations
ADMINISTRATION AND FINANCE FLCMP CSFPF ASC ASI ALUMNI

Date	Requester Name	Department	Extension	PO #	Amount
Event Name		Official Host			
Event Date		Event Time			
Location		# of Participants			
Food Service Provided		<input type="checkbox"/> Breakfast \$45 <input type="checkbox"/> Lunch \$60 <input type="checkbox"/> Dinner \$110 <input type="checkbox"/> Light Refreshments \$45			
Calculated cost per person for this event \$			Does cost exceed policy amount?		<input type="checkbox"/> No <input type="checkbox"/> Yes
Type of Hospitality (list)	Vendor(s)		204 on file?	AMOUNT	
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
CHARTFIELD(S)					
JUSTIFICATION OR PURPOSE OF EXPENDITURE (BRIEFLY EXPLAIN HOW THE PURCHASE BENEFITS THE UNIVERSITY, RESEARCH OR PROJECT)					

Delegation of Authority

Clear

Print

- Check [OBIEE](#) to ensure your department DOA is up-to-date.
- Submit new DOA if needed
- Email hospitality@fullerton.edu

Select One

Delegation of Authority Approval Form President's Directive Number 11 – Effective Date June 1, 2024

All Directive 11 Expenditure approvals on my behalf for the division of:

Division Name (Print)	Designee Name (Print)	Designee Signature	Date

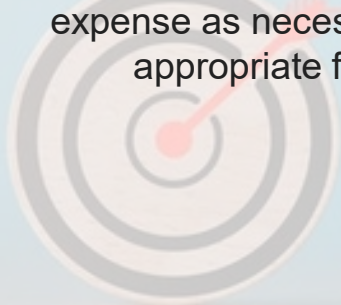
Directive 11 Expenditure approvals equal to or less than \$2,500 as outlined in the Directive 11 Administrative Guidelines for the following Division/College/Department:

Division College / Unit (Print)	Dept ID	Designee Name (Print)	Designee Signature	Date



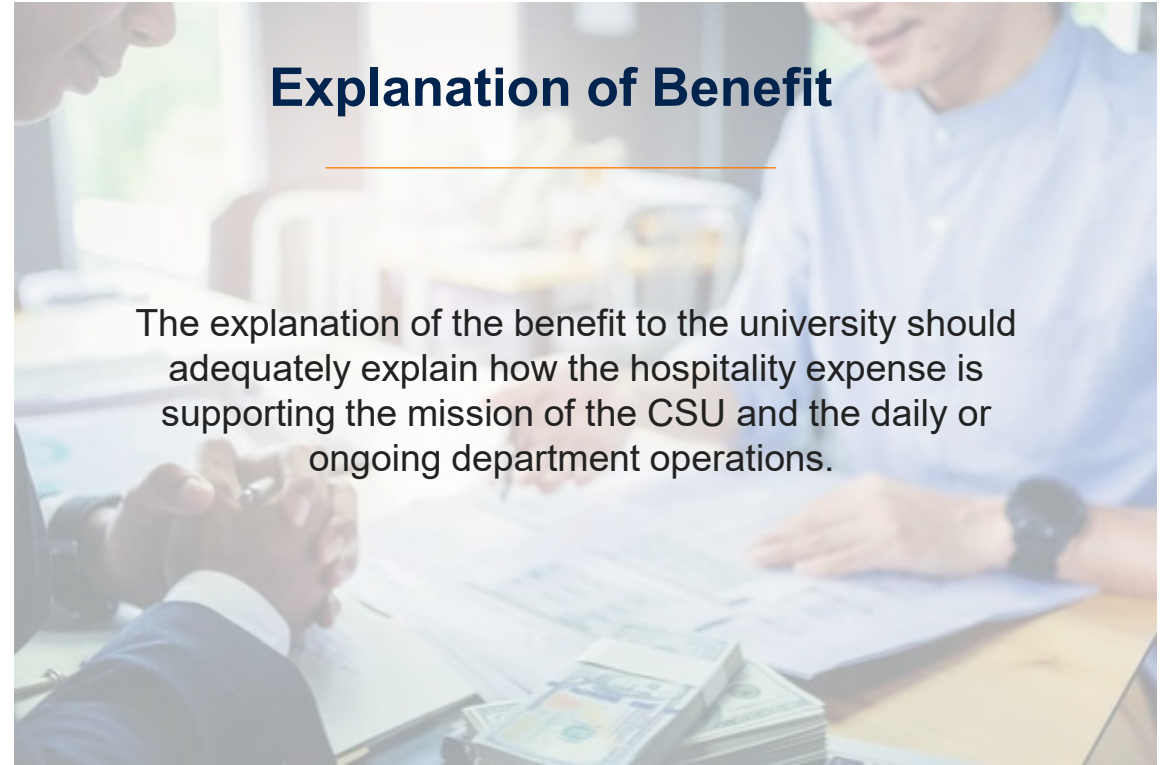
Business Purpose

A business purpose should adequately describe the expense as necessary, reasonable, and appropriate for the university.



Explanation of Benefit

The explanation of the benefit to the university should adequately explain how the hospitality expense is supporting the mission of the CSU and the daily or ongoing department operations.



These should be clearly written so that reviewers may understand without follow-ups questions or explanations.

Business Purpose Examples - Defining Business Purpose

Expense Type	Appropriate Business Purpose	Insufficient Business Purpose
Food & Beverage	Lunch provided to employees for all day training with no break for lunch. <i>(Purpose needs to be strong enough to show attendees were not able to break for a lunch period, should be supported by agenda or program)</i>	Lunch for training
Award/Gift/Promo Item	Faculty member Smith to receive award for 30 years of service <i>(identifies recipient and affiliation)</i>	Award for employee service
Event	Experience CSUF to attract students for possible enrollment	Experience CSUF

Business Purpose Examples - Benefits to University

Expense Type	Appropriate Business Purpose	Benefit to University
Food & Beverage	Lunch provided to employees for all day training with no break for lunch.	To advance and extend the knowledge of university employees and provide opportunities for individuals to develop intellectually, personally and professionally within their careers
Award/Gift/Promo Item	Faculty member Smith to receive award for 30 years of service	To cultivate employee morale while demonstrating gratitude and appreciation for staff and faculty who have dedicated their time and service to the university.
Event	Experience CSUF to attract students for possible enrollment	To encourage and provide access to all who are prepared for and wish to pursue a degree.

Hospitality Tips

- Be sure to obtain pre-approval
 - Pre-approval can help avoid situations where purchases may not be allowed after-the-fact. Have the form ready in your planning meetings
- Ask us anything
 - Better to find out before your event or activity
- When submitting a Check Request to pay for hospitality please submit using the new submission process and link [Here](#)
 - Ensure all required attachments are one package, not a monitored inbox

PRE-APPROVED



Hospitality Tips - Continued

- When using a P-card, remember to include signed, pre-approved Hospitality Justification Form, and a detailed invoice or itemized receipt and any other required documentation
- If you have questions regarding payment requests via check request or the hospitality policy, please reach out to AP@fullerton.edu
- If you have questions regarding payments and/or reconciliations when using P-card, please reach out to ebusiness@fullerton.edu
- Pre-approval on a form does not guarantee all items will be reimbursed



Common Issues

- Not providing a detailed justification (especially for the expectations)
- Not calculating per person rate
- Not including numbered guest lists with affiliation
- Not identified groups for open events/activities and including an invite
- Promotional items vs gifts to students
- Staff meals vs staff parties



Questions & Answers?

