


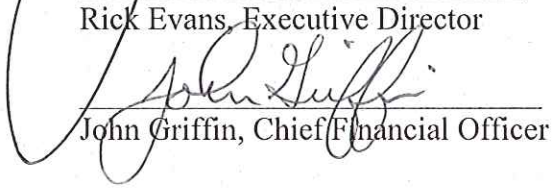


The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Policy Number: AC029

Original Date: October 26, 2007
Revised: February 7, 2008
May 23, 2012


Rick Evans, Executive Director


John Griffin, Chief Financial Officer

Title: Hospitality Policy

Statement

The University Corporation, (TUC), will follow Integrated CSU Administrative Manual policy number 1301.00, *Hospitality, Payment or Reimbursement of Expenses* dated December 15, 2011. (*Attachment 1*) This policy provides definitions, purposes, and types of allowable hospitality expenses.

Procedure

- A. Sponsored Programs, Workshops, Endowments, and Agency Account Employees
1. Reimbursement for hospitality expenses must be approved by either the respective Principal Investigator, MAR, Department Chair, or Dean.
 2. Requests for expense reimbursement are forwarded to TUC Accounts Payable for processing.
 - i. Requests must include all pertinent receipts
 - ii. Requests must state the purpose of the expense and include a list of attendees
 3. Accounts Payable personnel will process the expense reimbursement and issue a check.
- B. All Other TUC Employees
- Hospitality expense reimbursement with no alcohol involvement:**
1. Reimbursement for hospitality expenses must be approved by the respective department manager.
 2. An expense reimbursement form should be completed, (*Attachment 2*), and forwarded to TUC Accounts Payable for processing.
 - i. Requests must include all pertinent receipts
 - ii. Requests must state the purpose of the expense and include a list of attendees.
 3. Accounts Payable personnel will process the expense reimbursement and issue a check.

Hospitality expense reimbursement with alcohol involvement:

4. Employees who are planning to incur hospitality expenses that might include alcohol must submit an expense estimate to the Executive Director for advance approval. The expense estimate should include the purpose of the expenditure. Submission can be made by email or memorandum.
5. Employees must retain all pertinent receipts and complete an expense reimbursement form to receive reimbursement. (*Attachment 2*)
6. The form must reflect the purpose of the expense and list all attendees.
7. The expense reimbursement form will be forwarded to the Executive Director for approval.
8. **The Executive Director will approve all hospitality expense claims with alcohol involvement.** If the Executive Director is absent, the Chief Financial Officer will have signature authority.
9. After approval, the expense reimbursement forms are forwarded to Accounts Payable for processing.
10. Accounts Payable personnel will process the expense reimbursement and issue a check.