



PROCEDURE NUMBER: AC029

Date: October 26, 2007
Last Revised: August 23, 2023

Rick Evans, Executive Director

TITLE: HOSPITALITY POLICY AND PROCEDURE

Statement

Hospitality expenses under this policy shall be expended only upon documentable benefit to the campus. In accordance with the CSU hospitality policy and the Campus policy, hospitality expenses that are necessary, reasonable in amount, appropriate to the occasion and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU will be permitted. References and additional details located here:

- [Integrated CSU Administrative Manual policy number 1301.00, Hospitality, Payment or Reimbursement of Expenses](#)
- [CSUN Policies & Procedures Hospitality Policy No: 200-25](#)
- [Addendum A: Maximum Rates per Person for Meals and Refreshments](#)
- [Addendum B: Expense Matrix - Allowable and Not Allowable](#)

This policy provides definitions, purposes, and types of allowable or prohibited hospitality expenses.

Prohibited Expenses

The following expenses are prohibited:

- Hospitality expenses of a personal nature, not related to the active conduct of official University business or with personal benefit derived by the official host or other employees
- Expenses related to employee birthdays, weddings, showers, sympathy, and other personal celebrations or acknowledgements
- Membership in social organization, activities or entertainment service that discriminates based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability
- No employee business meal or entertainment expense that is considered taxable under IRS regulations will be reimbursed or paid. Employee business meals or entertainment expenses must conform to IRS regulations. An employer's reimbursement of an employee business meal or entertainment expense may be considered taxable income to an employee if:
 - Activity is not directly related to the employee's job
 - Expense is lavish or extravagant under the circumstances
 - Expense is not substantiated with supporting documentation

Allowable Expenses

Hospitality expenses must be directly related to, or associated with, the active conduct of official CSUN business. When an employee acts as an official host, the occasion must serve a clear CSUN business purpose, with no personal benefit derived by the official host or other employees. The usage of funds for hospitality should be cost effective and in accordance with the best use of funds.

When determining whether an expense is appropriate, the approving official must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

Maximum Per Person Rates for Meals and Light Refreshments

A.

Meal Type	Campus Events
Breakfast	\$30
Lunch/Brunch	\$50
Dinner	\$80
Light Refreshments	\$25

Maximum rates are inclusive of tax and tip.

Hospitality Expense Matrix

In the table on the next page, refer to Expense Examples pulled from Appendix B Expense Matrix for guidance of allowable and not allowable hospitality expenses with TUC funding source. Fund guidelines and restrictions still apply.

Expense Examples - Allowable and Not Allowable

Hospitality Expenses	Auxiliary Funds	
		Restricted unless noted in agreement/budget
Accreditation Visits		Yes
Advisory Board Meetings (with External Representation)		Yes
Alcoholic Beverages	Yes*	
Awards and Prizes for/to: <ul style="list-style-type: none"> Employee Recognition, Official Presentations for Lengths of Service Awards or Exceptional Contributions (> 5 service years) Students for Excellence Individuals to Participate in a Research Funded Survey or Study 		Yes
Commencement Receptions		Yes
Department/Manager/Chair/Faculty Retreat		Yes
Employee Orientation (HR)		Yes
Entertainment Services (e.g., equipment/venue rentals, décor, music, performers)		Yes

Gifts for Employee Birthdays, Weddings, Baby Showers, Retirements/Farewells, and Other Personal Acknowledgements	No	
Gifts for Employees Recognized for Significant Leadership/Service on Campus or in the Community	Yes*	
Gifts for Expressions of Sympathy to Employee (single gift per recognition; immediate family – spouse, domestic partner, significant other, parent, child)	Yes*	
Gifts to Official Guests	Yes*	
Guest Lecturers	Yes	
Holiday Parties for Donors	Yes*	
Holiday Parties for Employees		No
Honored Faculty Reception	Yes*	
Honors Convocation	Yes*	
Job Fairs	Yes*	
Meals/Light Refreshments (other than alcohol) for Employee Meetings & Events (infrequent, reasonable, appropriate to business purpose) See max rates		Yes
Meals/Light Refreshments for Meetings and Events Attended by Official Guests (other than alcohol). See max rates		Yes
Membership in Academic/Business Organizations		Yes
Membership in Social Organizations		Yes
Open House and Outreach Events		Yes
Peer Education Programs	Yes	
Promotional Items		Yes
Recognition and Official Presentations for Lengths of Service Awards or Exceptional Contributions (> 5 service years); includes Official Morale-Building and Appreciation Activities that Serve Business Purpose	Yes*	
Recruitment – Candidates		Yes
Retirement/Farewell Gatherings (>5 years of service)		Yes
Student Awards and Recognition Events		Yes
Training and Employee Development Programs (HR)		Yes
Tobacco Products	No*	
Travel for Official Guests (must comply with CSU Travel Guidelines)	Yes	
Volunteer/Donor Appreciation (Not Related or Related to Fundraising)	Yes*	
Workshop Host to other Campuses		Yes
Workshops/Conferences Related to University Operations		Yes

*Cannot use Federal Funds unless part of research & written into award document

Funding Sources for Payment of Hospitality Expenses

Hospitality expenses may be paid from the following:

Endowment and Agency Funds

Hospitality expenses may be charged provided the expense serves a bona fide business purpose.

Sponsored Programs Administration Funds

Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by agency policy. In the event of a conflict between agency and CSU policy, the stricter of the two policies shall apply.

TUC General Funds

The following outlines additional provisions for funding of Hospitality Expenses:

- TUC will track the financial transactions related to hospitality expenses through specific accounts in the General Ledger.
- Expenses are subject to funding source restrictions and compliance requirements.
- Auxiliaries must obtain approval for their hospitality fund allocation from the University President as part of their annual budget process.
- The University Corporation will provide funds to support hospitality expenses across campus through an annual distribution to the University President or designee each fiscal year.
- No hospitality funds may be solicited or accepted from any vendor who provides services to the University or its auxiliaries.

Payment and Reimbursement Procedures:

A. Sponsored Programs, Workshops, Endowments, and Agency Account Employees

1. Per Campus policy: *“Sponsored Programs Administration Funds Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by agency policy. In the event of a conflict between agency and CSU policy, the stricter of the two policies shall apply. Federal Funds may not be used to purchase controlled substances, alcoholic beverages, or tobacco products, unless alcohol and tobacco are part of the research.”*
2. Approving authority shall be an appropriate authorized signer of the fund or project. Individuals with delegated approval authority should not approve their own or their supervisor’s hospitality expenses. For authorized signers who are Principal Investigators or Fund Directors, hospitality expenses shall have an approval from their college’s authorized signer or supervisor. Reimbursement for hospitality expenses must be approved by either the respective Principal Investigator, Director of Finance & Operations, Department Chair, or Dean.
3. For expense reimbursement, submit a Check Request Form through CSUN portal to TUC Accounts Payable which includes:
 - a. Supporting documentation including quote, invoice, and original receipts (legible scanned copies are acceptable)
 - b. The type of event (business meeting, department meeting, host of official guest, employee recognition, reception, etc.)
 - c. If the meeting is reoccurring
 - d. The business purpose of the meeting or event. The business purpose must be specific and provide enough information to understand the nature and purpose of the meeting.
 - e. Type of hospitality (meals/refreshments, service recognition, etc.)
 - f. Location and date
 - g. List of attendees and their business relationship to the campus. For a large group of attendees (more than 15 people), a description of the group and estimated cost of the meal per attendee is sufficient.
 - h. The cost of the meal per attendee
4. Accounts Payable personnel will process the Check Request Form and issue payment.

B. General TUC Funds

Hospitality expense reimbursement with no alcohol involvement:

1. Reimbursement for hospitality expenses must be approved by the respective department manager.
The Executive Director, or designee, will approve all hospitality expense claims greater than \$1000.
2. Meals among TUC employees should remain on campus unless otherwise pre-approved by the Executive Director.
3. Complete and forward a Check Request Form to TUC Accounts Payable which includes:
 - a. Supporting documentation including quote, invoice, and original receipts (legible scanned copies are acceptable)
 - b. The type of event (business meeting, department meeting, host of official guest, employee recognition, reception, etc.)
 - c. If the meeting is reoccurring
 - d. The business purpose of the meeting or event. The business purpose must be specific and provide enough information to understand the nature and purpose of the meeting.
 - e. Type of hospitality (meals/refreshments, service recognition, etc.)
 - f. Location and date
 - g. List of attendees and their business relationship to the campus. For a large group of attendees (more than 15 people), a description of the group is sufficient.
 - h. The cost of the meal per number of attendees
4. Accounts Payable personnel will process the Check Request Form and issue payment.

Hospitality expense reimbursement with alcohol involvement:

1. Employee emails an expense estimate to the TUC Executive Director with the purpose of the event, number of people and an estimate of cost per person.
2. TUC Executive Director (or designee) approves or denies the request via email.
3. Employee attaches the TUC Executive Director email approval, receipts, purpose of the event, list of attendees, and other supporting documents to the check request form.
4. Accounts Payable reviews the request for processing.

Note: If itemized receipts cannot be obtained or have been lost, a signed statement to that effect is required. See [Lost/Itemized Receipt Form](#)

Responsibilities:

Payment Approval Authority:

Individuals approving the payment for reimbursement are responsible for the review and approval of the appropriate forms (see "Reimbursement Procedures" above), ensuring that it is complete, accurate and all required documents, with approvals, are attached.

Accounts Payable Department:

The appropriate Accounts Payable or Purchasing department is responsible for the review and retention of the forms and supporting documents for completeness and accuracy, and to verify that the amounts claimed are allowable pursuant to this policy, and the form has been properly approved.