Hospitality Changes

CSUEB effective date 11/1/18
Applies to:

- CSUEB Campus, including ASI
- Oakland Center
- Concord Campus
- Auxiliaries (Foundation and Ed Foundation)
What is Hospitality?

Expenses that are necessary, appropriate to the occasion, reasonable in amount, and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU.

- Expenses that relate to an official CSU Business event
- Activities that promote the CSU to the public
- When an employee acts as an official host:
  - Occasion must serve a clear business purpose
  - No personal benefit derived by the host or other employees
- The Approving Authority must evaluate the importance of the event in terms of costs, and benefits to be derived from such an expense
Hospitality Examples: When the CSU ..... 

- Hosts or sponsors a business meeting
- Hosts official guests with an interest in the CSU
- Hosts or sponsors a meeting of a learned society or professional organization
- Hosts receptions held in connection with conferences, meetings of student organizations, and student events such as commencement
Hospitality Meeting Examples:

- **Employee Meetings**
  - Except for meetings that occur on a regular or frequent basis; these are not permitted

- **Academic Senate**

- **Campus meetings of deans and directors**

- **Employee morale functions**

- **Extended formal training sessions**
Hospitality Expenditures may include:

**Food – maximum per person rate** (includes food, beverage, all tax, delivery fees and tips)
- Breakfast $30
- Lunch $45
- Dinner $75
- Light Refreshments $20

**Awards, Prizes, and Cash Equivalents**
- Preapprovals are required
- Support includes
  - Clear description of award program
  - Eligibility requirements
- Cash equivalents not to exceed $25 per recipient per event

- All Gift Cards must be secured properly such as in a locked drawer or safe; an ongoing inventory of issuance and distribution; subject to audit
- Reporting requirements to AP or PR
Reporting Requirement

Department Approver is ultimately responsible for ensuring that the following reporting requirements are met:

- For student cash equivalent/payments: The names, Net ID, and amount must be reported to AP on the “Acknowledgement of Receipt Form”. **Note: These payments are reportable and may impact the student's financial aid award**

- For Employee cash equivalents: The employee names, EMPLID and amount received must be reported to Payroll, regardless of amount.

- For Employee for non-cash award/prizes: The employee names, EMPLID, item description and gift value received must be reported to Payroll when valued in excess of $50 per calendar year.

- For awards/prizes/incentives associated with grants, CSUEB Hospitality policy applies. However, ORSP should be contacted to determine any additional reporting.
Unallowed Expenditures
Expenses that are of a personal nature and not related to official CSU business

- Birthday celebrations
- Weddings
- Anniversaries
- Baby Showers
Funding Sources
State Funds

- May be used to pay for awards and prizes to employees for exceptional contributions, to students for excellence, and individuals to participate in a research funded survey or study.

- For employee recognition, and official presentations for length of service awards, or exceptional contributions with at least 5 years of service.

- Allows for official employee morale-building and appreciation activities that serve a clear business purpose.
Funding Source – Unable to use State Funds for the following:

- Any expenditure prohibited by applicable laws, regulations, or agreements including the California Budget Act

- To pay for alcoholic beverages, memberships in social organizations or tobacco products

- Local trust agreements (LTA) must be on file when expenditures vary from the standard restrictions (This would apply to a PRxxx fund)
State Funds
Includes some of the following funds;

- EB001, PRxxx, PExxx, PLxxx, PVxxx, PUxxx, and PTxxx funds

- State funds are those State University Trust funds that are continuously appropriated by the legislature (EC 89700–89726)
Additional Information

- Link to the Acknowledgement of Receipt form

- Link to the Accounts Payable web page
  https://www.csueastbay.edu/accounting-fiscal/accounts-payable.html

- Link to the Chancellors Office Hospitality policy
  https://csyou.calstate.edu/Policies/icsuam/Pages/1301-00.aspx
Questions ???

Q & A
Travel Updates
Meal Allowance receipts are no longer required, however you may only claim what you spend, and this amount may not exceed the $55 per day limit.

Current lodging rate is $275 per night (excluding taxes). Anything over that amount does require VP approval.

Receipts are no longer required for expenses under $75, and this information should be noted on the travel claim.

Banned States – Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee, and Texas.
Mileage rate is currently .545 cents a mile

When claiming mileage, you must claim the closest distance either from your home campus or your residence

Enterprise Car Rental must be used – this is the CSU’s contracted vendor, which also includes insurance coverage

Okay to book lodging and airfare through 3rd party vendors; Travelocity, Hotels.com, etc.

Booking with AirBnb, and VRBO is now allowed

Using Lyft or Uber is also allowed
Additional Information

- Link to the Travel Policy:

Questions ???

Q&A!
Procurement Card Updates

Effective 11/1/18
What is the Procurement Card?

- It is a University credit card used to pay for CSUEB approved low dollar purchases

- Expenses must:
  - Be necessary
  - Be appropriate
  - Be reasonable in amount
  - Business purpose consistent with the University’s Mission
P–CARD UPDATES

Transaction limits:
- Single purchase limit is increased to $5000
- Monthly limit remains the same

Training:
- Available twice a month
- Mandatory for cardholders & approving officials
- Refresher training is mandatory every 2 years
Unauthorized purchases:
- Scanners
- Desktop printers and cartridges
- Software (subscriptions, licenses & renewals)

Travel Expenses:
- Conference/seminar registration – allowed
- Other travel expenses – not allowed
A detailed purpose/description of the purchase is needed.

Certification of Receipt of Goods
Lost or Stolen Card

- Notify the bank and P-Card administrator
- Notify dept approver within one workday
- Dept approver: written report to A/P within 5 workdays:
  - Card number
  - Cardholder’s complete name
  - Date and location of the loss
  - Date and time the bank was notified
  - Any purchase(s) made on the day the card was lost or stolen
  - Any other pertinent information
Failures to Following Policy

- Missing, incomplete, or improper documentation
- Late submission of monthly report
- Splitting transactions
- Prohibited/unauthorized purchases
Email reminder & limits temporarily reduced to $1
30–day P–Card suspension
Mandatory retraining
90–day P–Card suspension & mandatory retraining
Revocation of P–Card privileges
Additional Information

- Link to the Procurement Department page: http://www.csueastbay.edu/procurement/index.html
Questions ???
Account Codes
Account Definitions: Purpose

- Understand the expense activities associated with our business units
- Helps identify future budget needs
Account Use Clarification

- **606001 – Travel In State**
  - incurred by employees and CSU students
  - meals, transportation, lodging, parking and mileage

- **606002 – Travel Out of State**

- **660009 – Training & Professional Development**
  - fees paid for staff training, workshops, conferences and seminars

- **660919 – Conference Registration Fees**

- **660042 – Recruitment and Employee Relocation**
  - travel cost associated with employee recruitment
Account Use Clarification

660990 – Unallocated Budget

613001 – Contractual Services
- to record expenditures made pursuant to a **formal agreement** executed between the CSUEB and the provider of services
- services will be provided over an **extended period of time**

660003 – Supplies and Services
- used to record consumable items employed in the normal course of business (such as office supplies).
- Acquisitions of items/services charged to this account number are generally **evidenced by a purchase order and not a formal agreement**
- used when the services to be rendered are **simple in nature and short in duration**
Account Use Clarification

- **616001 – IT Communications**
  - used to record costs for communications equipment, such as telephone equipment, routing equipment and network software

- **616002 – IT Hardware**
  - used to record expenditures for non-communication equipment, including laptops/desktops, printers, monitors, servers, etc., and for related maintenance costs

- **616003 – IT Software**
  - to record expenditures for IT software, including maintenance costs related to the use of the software

- **616005 – Misc Info Tech Costs**
  - used for IT-related transactions when more detailed account numbers (see 616xxx Account codes) are not appropriate
Account Use Clarification

- **660809 – Hospitality non-food related**
  - used to record activities that promote the CSUEB to the public and the provision of hospitality in connection with official CSUEB business
  - examples include hosting or sponsoring business meetings, receptions in connection with conferences, meetings of student organizations and groups, student events such as commencement exercises

- **660898 – Hospitality food related**
  - used for purchases of catering/refreshment generally from the **campus food service provider**
  - outside vendor – purchase amount exceeds the threshold, written notification from the on-campus food service provider must be obtained
Account Use Clarification

- **660921 – Membership/Subscription Fees**
  - used for membership and subscription fees

- **619001 – Equipment Non–Instructional**
  - for non–IT and non–instructional equipment

- **619002 – Equipment–Instructional**
  - equipment which is an integral part of providing classroom instruction to students (e.g. airplane simulator)

- **660922 – Equipment Rental**
  - used to record equipment rental expenses
Account Codes

- Link to the Account Definitions
Questions ???