CSU Hospitality Policy Overview
(CSU Administrative Manual Section 1301)
Policy Objective

- It is the policy of the CSU that hospitality expenses may be paid to the extent that such expenses are...
  - Necessary
  - Reasonable in amount
  - Serves a bona fide business purpose consistent with the mission of the CSU
  - Serves a purpose consistent with the fiduciary responsibility of the CSU
Who is subject to this Policy?

- CSU East Bay – State Operations
- CSU East Bay – Foundation
- CSU East Bay – Ed Foundation
- CSU East Bay - ASI
What Funding Sources are subject to this policy?

ALL OF THEM
What is a hospitality expense?

- Meals
- Light refreshments
- Gifts
- Recognition Events
- Promotional Items
- Activities to promote employee moral
- Fundraising Events
- Conferences
- Hosting Guests
- Entertainment Services
- Recruitment

**NOTE:** A hospitality form must be submitted with any type of hospitality expense(s)
Can you approve hospitality expenses?

- Yes….IF you have fiscal authority for the funding source charged.
- Delegation of authority provided via written authorization
When determining whether a hospitality expense is appropriate the approving authority must evaluate...

- The importance of the event in terms of the costs that will be incurred
- The benefits derived from such an expense
- The availability of funds
- Any alternatives that would be equally effective in accomplishing the desired objectives
Does it matter what funding source you use to pay for hospitality expenses?

- Yes
  - The CSU Operating Fund may NOT be used for the following:
    - Alcohol and/or Tobacco
    - Entertainment services
    - Memberships in Social Organizations
    - Promotional Items for employees only
    - Gifts
    - Business meetings for employees only
  - Any other funding sources may be used if the funds are not restricted by laws, regulations or funding source agreements.
Some examples of activities that are not approved for hospitality expense...

- Costs associated with:
  - Birthday parties
  - Weddings
  - Get Well
  - Anniversaries
  - Baby showers
Documentation Resources

- CSU Administrative Manual Section 1301
  - [http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml](http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml)
- CSU East Bay Hospitality Summary (Quick Reference)
- CSU East Bay Hospitality Expense Approval Form