**CSUDH** | ACCOUNTING SERVICES

# Hospitality Authorization Form

*INSTRUCTIONS: Complete this form using Adobe (not web browser), submit to your department for approval, then attach a copy to all related expenses. It is recommended to sign via Fill & Sign tool rather than Adobe Sign.*

| Event name: | | Date(s): |
|---|---|---|

| Event type: | Location of event: |
|---|---|

**Business purpose (must be specific and provide enough info to a third-party reviewer to understand the nature and purpose):**

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| ✓ | **What types of Hospitality will be included in this event? Select all applicable categories.** |
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**Food & beverage (excluding alcohol):**

| **MEAL(S): (check all that apply to this event)** | **Estimated attendance per meal:** |
|---|---|
| Breakfast ($30 max per person) <br> Lunch ($50 max per person) <br> Dinner ($80 max per person) <br> Light Refreshments ($25 max per person) | **Estimated total cost of meals for entire event:** |

*SELECT ONLY ONE*

| Employees *only* | 1. What time is the event? _____ to _____ <br> 2. Could this event be successfully carried out without providing a meal? <br> 3. Is the meeting reoccurring? <br>  a. If yes: This is event # ____ of ____ for current fiscal year. <br> 4. Agenda and attendee list required with expense (please attach) <br> 5. AVP or VP approval required on page 2 |
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| Hiring committee and candidate(s) | Attendee list must be added to each meal receipt and is required when submitting expense |
| Employees & Official Guests *only* | Attendee list (including guests' business relationship to the campus) required when submitting expense (please attach) |
| Students, campus-wide, open invite, or public event | Event flyer required (please attach) |
| Spouse/partner of employee included | President/Designee approval required on page 2 |
| If this box is checked, a Hospitality Meal Worksheet will be required to be attached to each meal receipt/invoice. | |

**Other:**

| **Promotional Items** | • Low dollar value items such as keychains, lanyards, reusable beverage containers, pennants, basic t-shirts used to promote the campus to prospective students <br> • May not be distributed as thank you gifts or tokens of appreciation <br> • May not be given to employees |
|---|---|
| **Awards to students** for academic excellence | **SELECT ITEM TYPE:** <br>  Gift card or meal voucher $50 max <br>  Non-monetary item $100 max <br> • Specific criteria were met to qualify for the award <br> • It is the responsibility of the department conferring the award to notify the Financial Aid Office of cash and cash-equivalent awards given to students, including the student identification number of award recipients. <br> • Department is also responsible for reporting non-cash awards provided to students to Accounting Services staff, who are responsible for tracking the cumulative value of non-cash awards or prizes and notifying the IRS should the cumulative value of non-cash awards meet or exceed $600 during a calendar year, which the University is required to report as income to the recipient. |
| **Award to employees** for official award presentation (no food or beverage) for 5+ years of service retirement award | • Award example: engraved plaque, clock, etc. <br> • Cannot exceed $100, inclusive of all customization fees <br> • Retirement *gifts* are not permitted using State funds |

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| **Incentive for participation** in a survey, door prize drawing (excludes raffles), Toro Rewards, or distribution of Campus Food Pantry meal vouchers | **ITEM TYPE:**<br>　　Gift card or meal voucher $50 max<br>　　Non-monetary item $100 max<br>• Given to students: It is the responsibility of the department conferring the award to notify the Financial Aid Office of cash and cash-equivalent awards given to students, including the student identification number of award recipients.<br>• Given to employees: It is the responsibility of the department conferring the prize to notify Payroll of cash and cash-equivalent awards given to employees by completing forms STD 676P for cash & cash equivalent awards and STD 676V for non-cash awards and submitting to Payroll for processing. Payroll department will enter the employee's SSN information on these forms. NOTE: Gift Cards that can be used ONLY on campus are exempt from this Payroll reporting. |
| **Entertainment services** for public event with business purpose (décor, equipment and venue rental, music, performers) | Décor not permitted for offices or holidays |
| **Entertainment event** (admission tickets, recreational, sporting) | Requires President/Designee approval below |

Total estimated cost of this entire event:

| Requested by: | Date: | Dept ID: |
|---|---|---|
| | | |

| **Approval** |
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| *I have reviewed the details of this event and have verified the expenses are necessary, reasonable, appropriate to the occasion, and consistent with the fiduciary responsibilities of the University.* | | |
|---|---|---|
| Fiscal Officer/ARM: | Signature: | Date: |
| Dean/AVP: | Signature: | Date: |

☐ **If this box is checked, AVP or VP approval is required below for employee-only meal:**

| Name: | Signature: | Date: |
|---|---|---|

☐ **If this box is checked, President/Designee approval is required below for entertainment event, or inclusion of employee's spouse, domestic partner, or significant other:**

| Name: | Signature: | Date: |
|---|---|---|

☐ **If this box is checked, you must also attach a Gift Card Authorization Form.**