



HOSPITALITY GUIDELINE MATRIX

Hospitality Expense	State Funds (All University Funds)	Auxiliary Organization Funds (ASI, Foundation, LSU)
Food and beverage (excluding alcohol) provided for meetings/events that have a business purpose	YES*	YES **
Food and beverage (excluding alcohol) provided for meetings with donors as cultivation	YES*	YES**
Food and beverage (excluding alcohol) provided for student meetings/events	YES*	YES**
Food and beverage (excluding alcohol) provided for recruitment interview	YES*	YES**
Food and beverage (excluding alcohol) provided for retreat	YES*	YES**
Employee service recognition awards	YES*	YES**
Retirement award – trophy, plaque with 5+ years of service	YES*	YES**
Employee morale-building function	YES*	YES**
Promotional items	YES*	YES**
Entertainment services – décor, equipment/furniture/venue rental, music , performers	YES*	YES**
Student achievement/excellence award	YES*	YES**
Incentive for survey participation	YES*	YES**
Opportunity drawing/door prize for events that have a business purpose	YES*	YES**
Sponsorship	YES*	YES**
Coffee or water bottles if purchased for office guests	YES*	YES*
Entertainment event – tickets, sporting, recreational	YES*	YES**
Supplies for campus food pantry	YES*	YES**
Campus Dining meal vouchers	YES*	YES**
Alcoholic beverage, including tax, gratuity, and service charges	NO	YES**
Employee social events, examples but not limited to, birthdays, anniversaries, baby showers, retirement, farewell gatherings	NO	YES**
Gift - gift card, gift basket, flowers, cards, CSUDH promotional items - for anyone for bereavement, birthday, wedding, anniversary, baby shower, retirement, farewell, get well, thank you, etc.	NO	YES**
Membership in social organization	NO	YES**
Tobacco products	NO	NO
Coffee or water bottles/water delivery service for employee convenience	NO	YES*

*Subject to fund restrictions where applicable

**Subject to auxiliary policies and directives regarding use of funds