

# Hospitality

MARCH 5, 2024

**CSUDH**

DIRECTORY

**CSUDH**

CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS



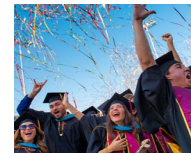
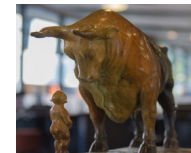
# HOSPITALITY POLICY

## Update effective 2/21/2024

The CSU Office of the Chancellor updated the Hospitality Policy. CSUDH Accounts Payable has updated the campus policy to incorporate the changes, effective February 21, 2024.

### Summary of changes:

- Clarity regarding restrictions of employee meals
- Fiscal Officer/ARM approval required on *Hospitality Authorization* form
- Fiscal Officer/ARM, Dean, AVP, VP may no longer delegate their approval authority
- Maximum per-person meal amount updated
- Removed Sponsorship as a Hospitality expense (hospitality form no longer required)
- *Hospitality Authorization* form updated to meet new form requirements
- *Meal Worksheet* (new form) required for every meal expense
- Instructions added for use of leftover Gift Cards
- *Gift Card & Cash Equivalent Purchase Authorization* form updated
- Fiscal Officer/ARM approval required on *Gift Card & Cash Equivalent Purchase Authorization* form
- *Awards & Prizes Log* updated
- Cash no longer allowed for awards, prizes, incentives



# OVERVIEW

Hospitality includes the following categories:

Food and Beverage

Promotional Items

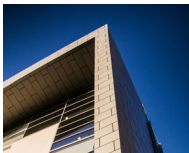
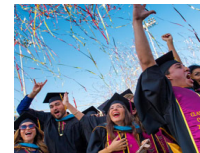
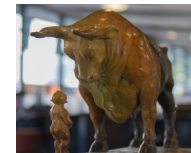
Awards and Prizes

Incentives

Entertainment Services

Entertainment Events

**Sponsorships** (no longer requires Hospitality form)



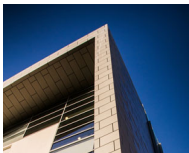
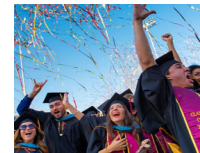
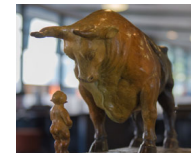
# OVERVIEW

## Employee Meetings

Meetings serving a University business purpose, administrative in nature, and with a formal agenda. Examples include meetings of the Academic Senate, extended formal training sessions, conferences, extended strategic planning sessions, extended professional development sessions, and meetings of appointed workgroups and committees. Holiday season gatherings do not qualify as employee meetings and are not permitted using state funds. Food and beverage provided to employees may be permitted when doing so serves a University business purpose and if the expenses occur infrequently, are reasonable and modestly priced, and appropriate to the business purpose. Providing meals or light refreshments during meetings that occur on a regular or frequent basis are not permitted under this policy. Providing meals or light refreshments in support of a University business purpose must be limited to no more than twelve times per year, per group or department. Meals or light refreshments provided to a group should be counted on an event basis, e.g., a two-day meeting should be counted as one event in determining policy compliance.

- Food & beverage should not be provided to employees upon arrival at work, before or after a meeting, or at the conclusion of a workday.
- When a meeting takes place over an extended period (in excess of three hours), there *may* be justification to provide food or beverage, but all factors regarding necessity, reasonableness, appropriateness, and use of non-state funds should be considered.

New  
definition



# FOOD & BEVERAGE

New  
definition

## Retreat

- An event lasting at least 5 hours, occurring on or off-campus, where employees brainstorm, problem-solve, and team-build in a more relaxed setting.

New  
definition

## Team-building activity

- An activity used to enhance the function of a team by encouraging social interaction and collaborative efforts. Elements typically include a shared goal, problem solving, and teamwork. A meal may be permitted while off-campus for a team-building activity; however, a meal alone is not a team-building activity. On-campus teambuilding activities should be scheduled during work hours rather than during lunch time.

## Students, prospective students, prospective donors, official visitors/guests with a business purpose

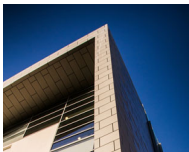
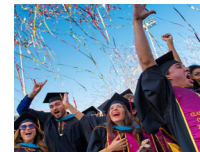
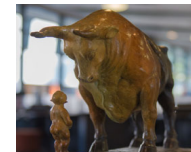
- Food and beverage may be permitted when the event serves a CSU business purpose

## Recruitment

- Food and beverage permitted for meal interviews with candidate and committee

New,  
supplemental  
form required

**NOTE: all food/beverage expenses now require a Meal Worksheet. A properly completed Hospitality Authorization form will indicate when a Hospitality Meal Worksheet must be completed. The Meal Worksheet is completed after the event and gets attached for each meal invoice/receipt.**

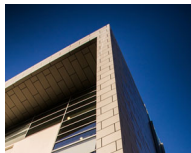
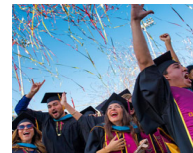
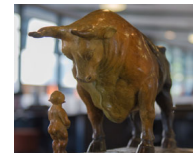


# FOOD & BEVERAGE

Meal Type	Maximum Per-Person
Breakfast	\$30
Lunch	\$50
Dinner	\$80
Light Refreshments	\$25

New rates

Maximum per person expenses include the total cost of food, beverages, labor, sales tax, delivery fees, tips or other service fees. Tips and gratuities may not exceed 20% of the total bill.



# PROMOTIONAL ITEMS

**Low value items** that display the name, logo, or other icon identifying the University, used to promote the University to non-employees.

Examples: keychains, coffee mugs, stress balls, lanyards, stickers.

Can be used to promote specific departments or programs to *current* students but limited to items that “spread awareness” rather than items that “represent” the department or program.

Added  
clarification

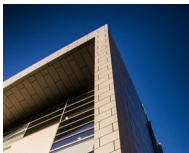
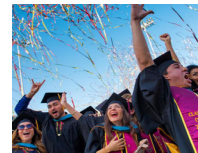
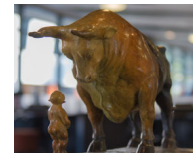
**Example:**

Stickers, keychains, stress balls → *spread awareness*

T-shirts or other attire → *represent*

**Promotional items may not be distributed to employees.**

**Clothing may not be distributed to employees.**



# GIFT CARDS

## GIFT CARD AUDIT:

A recent internal audit found that only a small portion of gift cards issued to students were reported to Financial Aid as required.

Form  
update

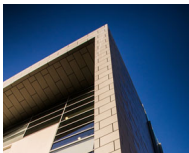
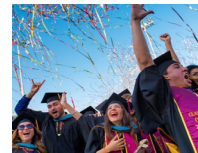
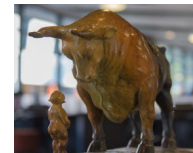
### Updated [Gift Card Authorization form](#)

- Now formatted by “steps” to help outline the process to prevent missed requirements
- Now requires proof of reporting be submitted to Accounts Payable

New  
guidance

## LEFTOVER GIFT CARDS:

Whenever possible, the use of electronic gift cards that are purchased AS NEEDED is recommended. In the event of leftover gift cards, all attempts should be made to return them for a refund. If not possible, a proposal must be submitted, with the final documents, to Accounts Payable as to how the leftover cards will be used (must be an allowable use), and all logging, tracking, reporting, etc. will remain ongoing until all cards have been distributed.



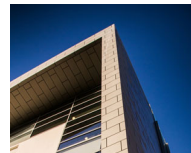
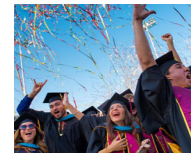
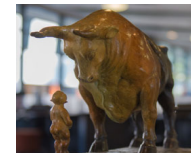


# PROHIBITED EXPENSES

- Alcohol and/or tobacco
- Food and beverage or entertainment services NOT serving a business purpose
- Memberships in social organizations
- Clothing for employees
- Water or coffee service for employees
- Office décor
- Food & beverage provided to employees upon arrival at work, before or after a meeting, or at the conclusion of a workday
- Food & beverage provided to employees at meetings of 3 hours or less in length

## Costs associated with:

- Holidays
- Birthdays
- Weddings
- Get Well
- Anniversaries
- Baby showers
- Bereavement
- Retirement
- Farewell parties
- Gifts/Greeting Cards
- Appreciation/Thank You



# HOSPITALITY FORM

New form required for Hospitality initiated beginning February 21, 2024. Old forms will be rejected.

All of these fields are required, always.



## Hospitality Authorization Form

[Hospitality information](#)

*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):

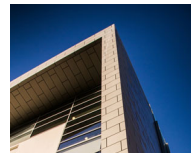
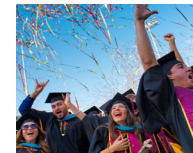
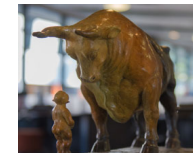
Event type: SELECT ONE

Location of event:

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

Insufficient explanation in this field will result in rejected form.

Fiscal Officer/ARM must review before approving form.



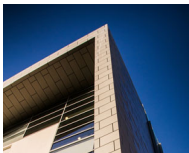
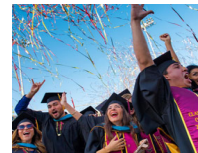
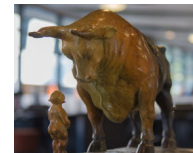
# HOSPITALITY FORM

## FOOD/BEVERAGE:

For food/beverage, all of these sections are always required.

New form  
requirements per  
CSU Policy

<input checked="" type="checkbox"/> What types of Hospitality will be included in this event? Select all applicable categories.	
Food & beverage (excluding alcohol):	
<input type="checkbox"/> MEAL(S): (check all that apply to this event) <ul style="list-style-type: none"><li><input type="checkbox"/> Breakfast (\$30 max per person)</li><li><input type="checkbox"/> Lunch (\$50 max per person)</li><li><input type="checkbox"/> Dinner (\$80 max per person)</li><li><input type="checkbox"/> Light Refreshments (\$25 max per person)</li></ul>	<p>Estimated attendance per meal: <input type="text"/></p> <p>Estimated total cost of meals for entire event: <input type="text"/></p>



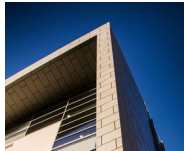
# HOSPITALITY FORM

## FOOD/BEVERAGE RECIPIENT TYPE:

Only ONE  
should be  
selected

This box will  
automatically  
check or remain  
unchecked, based  
on your selection  
in the “select on  
e” section

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



# HOSPITALITY FORM

## EMPLOYEES ONLY:

Expense will be rejected if missing agenda or attendee list.

Form will be rejected if any of these fields are not completed.

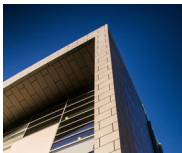
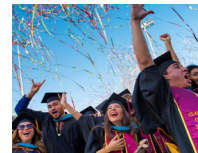
Fiscal Officer/ARM must review and evaluate the necessity of the food/beverage before approving form.

ONLY ONE	<input type="radio"/>	Employees only
	<input type="radio"/>	

→

1. What time is the event? \_\_\_\_ to \_\_\_\_
2. Could this event be successfully carried out without providing a meal?
3. Is the meeting reoccurring?   
a. If yes: This is event # \_\_\_\_ of \_\_\_\_ for current fiscal year.
4. Agenda and attendee list required with expense (please attach)
5. AVP or VP approval required on page 2

Attendee list must be included with each meal receipt and is required when submitting





# HOSPITALITY FORM

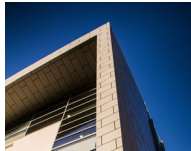
## EMPLOYEES ONLY:

Expense will be rejected if agenda, flyer, or attendee list is required but missing or incomplete.

SELECT ONE	<input type="radio"/>	Hiring committee and candidate(s)	Attendee list must be added to each meal receipt and is required when submitting expense
	<input type="radio"/>	Employees & Official Guests <i>only</i>	Attendee list (including guests' business relationship to the campus) required when submitting expense (please attach)
	<input type="radio"/>	Students, campus-wide, open invite, or public event	Event flyer required (please attach)
	<input type="checkbox"/>	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.			

What qualifies as an “event flyer”?

Image created for use in advertising, email invitation (print as PDF and attach), event website (print as PDF and attach)

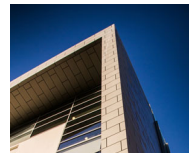
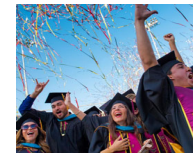


# HOSPITALITY FORM

## OTHER:

Other:	
<input type="checkbox"/>	<b>Promotional Items</b> <ul style="list-style-type: none"><li>• Low dollar value items such as keychains, lanyards, reusable beverage containers, pennants, basic t-shirts used to promote the campus to prospective students</li><li>• May not be distributed as thank you gifts or tokens of appreciation</li><li>• May not be given to employees</li></ul>
<input type="checkbox"/>	<b>Awards to students</b> for academic excellence <p><b>SELECT ITEM TYPE:</b> <input type="checkbox"/> Gift card or meal voucher \$50 max <input type="checkbox"/> Non-monetary item \$100 max</p> <ul style="list-style-type: none"><li>• Specific criteria were met to qualify for the award</li><li>• 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.</li><li>• 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.</li></ul>
<input type="checkbox"/>	<b>Award to employees</b> for official award presentation (no food or beverage) for 5+ years of service retirement award <ul style="list-style-type: none"><li>• Award example: engraved plaque, clock, etc.</li><li>• Cannot exceed \$100, inclusive of all customization fees</li><li>• Retirement <i>gifts</i> are not permitted using State funds</li></ul>

Added column for notes that previously existed as pop-up notes on old form



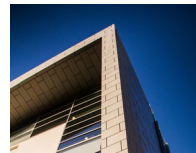
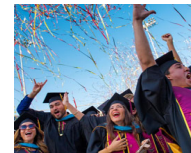
# HOSPITALITY FORM

## OTHER:

<input type="checkbox"/>	<b>Incentive for participation</b> in a survey, door prize drawing (excludes raffles), Toro Rewards, or distribution of Campus Food Pantry meal vouchers	<b>ITEM TYPE:</b> <input type="checkbox"/> Gift card or meal voucher \$50 max <input type="checkbox"/> Non-monetary item \$100 max <ul style="list-style-type: none"><li>• 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.</li><li>• 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 &amp; 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.</li></ul>
<input type="checkbox"/>	<b>Entertainment services</b> for public event with business purpose (décor, equipment and venue rental, music, performers)	Décor not permitted for offices or holidays
<input type="checkbox"/>	<b>Entertainment event</b> (admission tickets, recreational, sporting)	Requires President/Designee approval below

Total estimated cost of this entire event:

Requested by: <input type="text"/>	Date: <input type="text"/>	Dept ID: <input type="text"/>
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# HOSPITALITY FORM

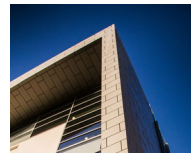
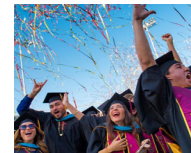
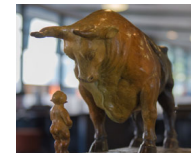
Updated  
approver  
requirements

Who can approve hospitality forms?

- Fiscal Officer/ARM approval required for *all* Hospitality forms
- Those *who report directly to the division Vice President* - Associate Vice Presidents, sometimes Deans or Department Heads – required for *all* Hospitality forms
- AVP or VP approval required here only for employee-only meals. If applicable, this field *must* be signed.
- President approval required for recreational, sporting, or entertainment events, and for inclusion of a spouse or domestic partner of an employee, if applicable.

NOTE: In cases where it is the same approver for multiple boxes, the signature must be in every required box or the form will be considered incomplete.

Approval	
<i>I have reviewed the details of this event and have verified the expenses are necessary, and the fiduciary responsibilities of the University.</i>	
Fiscal Officer/ARM:	Signature:
Dean/AVP:	Signature:
<input type="checkbox"/>	If this box is checked, AVP or VP approval is required below for employee-only meals.
Name:	Signature:
<input type="checkbox"/>	If this box is checked, President/Designee approval is required below for entertainment events, or significant other:
Name:	Signature:
<input type="checkbox"/>	If this box is checked, you must also attach a Gift Card Authorization Form.

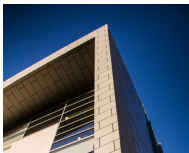
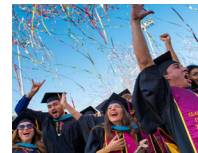
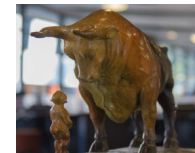


# HOSPITALITY FORM

## APPROVALS:

- Fiscal Officers/ARMs, Deans, AVPs, and VPs can no longer delegate their approval authority
- President Parham delegated his approval authority to the Division VPs
- For Gift Card form approvals, the CFO delegated approval authority to the AVP of Business & Finance
- Individuals may not approve their own expenses or expenses of their supervisor
  - Exception: approval of the President's expenditures by the Chief Financial Officer

new



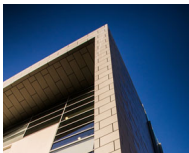
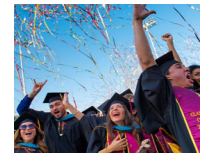
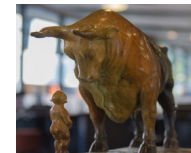


# MEAL WORKSHEET

New supplemental  
form for  
food/beverage

The contents of this form is required, by the CSU Policy, to accompany every food/beverage expense.

- Complete one form for each meal
  - If there are multiple receipts for the same meal, add those together as one
    - Example: You purchased food for a particular meal but realized you didn't have enough food and purchased more on a separate receipt.
- Attach the completed form to the expense along with the receipt/invoice, approved Hospitality form, backup, etc.
  - If a reimbursement with multiple meals, place the meal worksheet behind the corresponding receipt



# MEAL WORKSHEET

Looking at the food/beverage receipt, fill in all of these fields.

If multiple receipts for the same meal, add those together and place the totals here.

**CLEAR FORM**

**CSUDH** ACCOUNTING SERVICES

**Hospitality Meal Worksheet**  
[Hospitality information](#)

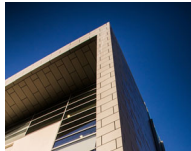
**INSTRUCTIONS:**

- Complete this form using Adobe (not web browser)
- Complete one form for each meal
  - If there are multiple receipts for the same meal, add those together as one
- Attach this completed form to the expense along with the receipt/invoice, approved Hospitality form, backup, etc.


Meal date:	
Meal type:	SELECT ONE
Number of attendees:	0
Subtotal:	
Tax:	
Tip/Gratuity:	
Total:	\$ 0.00

Actual cost per-person \$ 0.00	Per-person max
Actual tip/gratuity \$ 0.00	Tip/gratuity max \$ 0.00

These fields will automatically calculate



# MEAL WORKSHEET

Meal date:	2/21/20
Meal type:	Lunch 
Number of attendees:	6

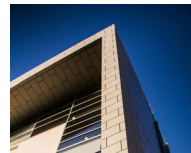
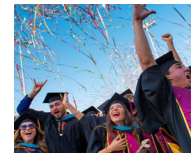
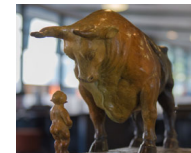
Subtotal:	\$ 195.12
Tax:	\$ 19.10
Tip/Gratuity:	\$ 85.00
Total:	\$ 299.22

Actual cost per-person	Per-person max
\$ 49.87	\$ 50.00

Actual tip/gratuity	Tip/gratuity max
\$ 85.00	\$ 42.84



If you have exceeded the per-person maximum and/or tip, a warning sign will appear.



# MEAL WORKSHEET

If you exceeded the per-person maximum or tip, these boxes will show a checkmark.

You will need to follow the instructions accordingly.

☐

If this box is checked, you have exceeded the maximum per-person allowance. Here are your options:

- a) If not yet paid, use non-state funds instead, or
- b) If already charged to Pcard, reimburse the campus for the overage amount (attach receipt here), or
- c) If reimbursement, reduce the amount of the reimbursement, or
- d) Per CSUDH Hospitality policy, if you can document a "compelling rationale to approve an exception to the maximum per-person amount," please do so below and submit to respective AVP or VP, and CFO for review/ approval.

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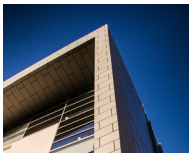
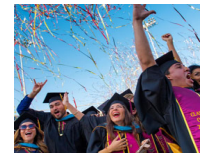
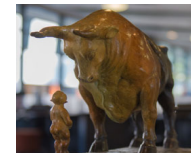
Signature of Division AVP or VP:

Signature of CFO:

☒

If this box is checked, your tip exceeded the 20% maximum allowance. Here are your options:

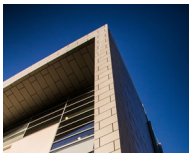
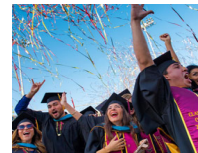
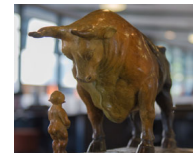
- a) Use non-state funds instead
- b) If already charged to Pcard, reimburse the campus for the overage amount (receipt must be attached here)
- c) If not yet paid to vendor, ask vendor to reduce tip/gratuity
- d) If reimbursement, reduce the amount of the reimbursement request by \$ 42.16



# MEAL WORKSHEET

Hospitality website: <https://www.csudh.edu/accounting-services/ap/hospitality/>

- Search box
- Policy broken down by category
- Forms section
- FAQ





# Hospitality

MARCH 5, 2024

**CSUDH**

DIRECTORY

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