Administrative Procedure

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Subject: HOSPITALITY POLICY

1.0 PURPOSE

To establish the policy and procedure related to hospitality, payment, or reimbursement of expenses per the CSU Hospitality Policy. The university and its recognized auxiliaries must comply with this policy and the procedures applicable to their organizations.

2.0 ORGANIZATIONS AFFECTED

All organizational units of the university, including auxiliary organizations.

3.0 REFERENCES

3.1. CSU Hospitality Policy (ICSUAM 1301.00)

3.2. California Government Code, Section 8314

3.3. California Constitution, Article XVI Public Finance, Section 6

3.4. Cal State LA Administrative Procedure 019: Alcoholic Beverages

3.5. Cal State LA Administrative Procedure 505: Use of Facilities and Equipment

3.6. Cal State LA Administrative Policy P006: Policy for One-Up (Next Level) Authorizations for Business Expenses

3.7. Cal State LA Administrative Policy P010: Delegation of Authority

3.8. Cal State LA Administrative Policy P014: Gift Cards

4.0 POLICY

It is the policy of the university that hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the university and its auxiliaries. Hospitality expenses may be paid with university- or auxiliary funds, as applicable. For additional details, refer to Section 4.4 and Appendix 8.1.

This policy applies to activities that promote the university and its auxiliaries to the public and the provision of hospitality in connection with official university or auxiliary business and specifies the state and auxiliary funds that may be used for such purposes.

4.1. Allowable Expenses and Occasions

Hospitality expenses must be directly related to, or associated with, the active conduct of official university or auxiliary business. When a university or auxiliary employee acts as an official host, the occasion must, in the best judgement of the approving authority, serve a clear university or auxiliary business purpose, with no personal benefit derived by the official host or other university or auxiliary employees. In addition, the usage of funds for hospitality should be cost effective and in accordance with the best use of public funds.

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 to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives. The following are examples of occasions when the provision of hospitality is permitted under this policy (fund restrictions still apply; see Section 4.4):

4.1.1. The university or auxiliary hosts or sponsors business meetings that directly correlate with the operations of the university or auxiliary.

4.1.2. The university or auxiliary hosts official guests with an interest in the university, including donors and prospective donors.

4.1.3. The university or auxiliary is the host or sponsor of a meeting of a learned society or professional organization.

4.1.4. The university or auxiliary hosts receptions held in connection with conferences, meetings of a learned society or professional organization, meetings of student organizations and groups, student events such as commencement exercises, and events or meetings of other university related groups such as alumni associations.

4.1.5. The university or auxiliary hosts or participates in community relations or fundraising events to promote the university, enhance partnerships, recognize distinguished service, or cultivate donors.

4.1.6. The university hosts receptions to support employee morale, recognize employee achievements, and present awards for length of service or exceptional contributions, for employees with at least five (5) years of service.

4.1.7. The university or auxiliary is the host or sponsor of business meetings that are administrative in nature and directly related to the welfare of the university or auxiliary. The provision of hospitality is a necessary and integral part of the business meetings and not solely a matter of personal convenience.

4.1.8. A list of attendees (the list of expected attendees or RSVP list) and their business relationship to the campus is required for all hospitality events.

4.1.8.1. Supporting documentation, including the event invitation or flyer (or other applicable documentation) and the cost of meal per attendee (as applicable), must be provided.

4.1.8.2. For a large group where the names of attendees are unknown, a description of the group and estimated cost of meal per attendee is sufficient.

For additional details, see Sections 4.6 and 4.7.

4.1.9. Employee Meetings

Food and beverages provided to employees may be permitted if the expenses occur infrequently, are reasonable, and when it serves a university business purpose. Food and beverages at meetings that occur on a routine or frequent basis are not permitted under this policy – food and beverages are considered taxable income by the IRS when provided to employees routinely or frequently during meetings and are therefore not permitted under this policy. Food and beverages should be limited to no more than twelve (12) times per year per group, and when provided to a group should be counted on an event basis (i.e., a two-day meeting should be counted as one event in determining compliance with this policy).

Public expenditures that are driven by personal motives are an impermissible use of public funds.

When a meeting takes place over an extended period and the agenda includes a working meal, there may be justification that the meal is integral to the business function. Examples include:

4.1.9.1. There is a scheduled speaker during the meal period.

4.1.9.2. The meeting attendees work through the meal period.

4.1.9.3. Taking a meal break away from the meeting location would be too time-consuming for the attendees or disruptive to the meeting agenda.

4.1.10. Spouses, Domestic Partners, and Significant Others

Hospitality extended to the spouse, domestic partner, or significant other of an employee may be permitted when it serves a university or auxiliary business purpose. Such circumstances include situations in which the individual has a substantive role in the proceedings, makes a meaningful contribution to the success of the event, or attends official functions by protocol, such as ceremonial events, fundraising activities, alumni gatherings, athletic games, or community events.

An agenda, invitation, or similar documentation must be included with the payment record for expenses related to the attendance of a spouse, domestic partner or significant other.

All other applicable provisions of this policy must be followed.

4.1.11. Students and Prospective Students

Hospitality provided to students or prospective students may be permitted when it serves a university business purpose. To justify the expenditures, one must determine that the expenditure is consistent with the mission of the university, including the CSU. Permissible activities may include recruitment efforts, student activities, student programs, student organization events, student recognition events, and commencements. Students may be hosted to attend fundraising and other community relations events that enhance their learning experience, in recognition of their student achievement, to engage with alumni and donors, or as representatives of elected student leadership.

4.1.11.1. Student-Athletes and Recruits

Hospitality provided to student-athletes and recruits must be in accordance with the rules, regulations, guidelines, standards, and procedures of the intercollegiate athletic association's national governing board (e.g., National Collegiate Athletic Association (NCAA)).

A student-athlete is a student whose enrollment was solicited by a member of the athletics staff or other representative of athletics with interest in the student's ultimate participation in the intercollegiate athletics program.

4.1.12. Awards and Prizes

Hospitality expenses, including awards and gifts, must conform to IRS regulations. Any employee business meal or entertainment expenditure that is considered taxable income under IRS regulations will not be reimbursed or paid by the university or auxiliary. An employee business meal or entertainment expense may be regarded as taxable income to an employee if:

4.1.12.1. The activity is not directly related to the employee's job.

4.1.12.2. The expense is lavish or extravagant under the circumstances.

4.1.12.3. The expense is not substantiated with supporting documentation.

4.2. Catering and Maximum Per-Person Rates

4.2.1. The maximum hospitality per-person rates for light refreshments, breakfast, lunch, and dinner are provided in Appendix 8.2. The maximum rates are inclusive of the total cost for food, beverages, labor, sales tax, delivery fees, gratuity, and any other service charges/fees. The per-person rate can be calculated by dividing the total cost charged by the total number of actual attendees. When selecting food and beverages for a hospitality event, the estimated number of attendees should be

used as a guide to ensure compliance with this policy and its maximum per-person rates. Discretion should be exercised when hosting routine or department meetings and events.

4.2.2. When a hospitality expense will exceed the maximum per-person rate provided in Appendix 8.2, an exception justification must be obtained in advance and submitted with the Hospitality Request Form. Exceptions require a written justification for the overage and approval by the vice president for administration and finance and chief financial officer (VP/CFO), or designee. The justification must include why adherence to the policy is unavoidable and necessary to achieve a university business purpose.

4.2.3. All catered food and beverages for campus hospitality events must be provided or approved by University Auxiliary Services (UAS) per this policy unless another campus policy or directive grants an exemption. Refer to section 6.1.6.

4.2.4. Bottled water can only be purchased for valid university business purposes (e.g., meetings with third parties and approved campus events).

4.3. Unallowable Expenses

4.3.1. Personal Benefit

Payment of or reimbursement for hospitality expenses that are not permitted (i.e., expenses that are of a personal nature and not related to the active conduct of official university business), will not be paid or reimbursed. The California gift of public funds doctrine set forth in the California Constitution, article XVI, section 6, prohibits the giving or lending of public (state) funds to any person or entity, public or private, unless there is a public purpose. Examples of personal expenses include, but are not limited to, employee or student birthdays, weddings, anniversaries, baby showers, get-wells, and graduation gifts.

For additional details on allowable fund use and restrictions, refer to Section 4.4 and Appendix 8.1.

4.4. Allowable Funding Sources

Hospitality expenses may be paid from various university funds sources, subject to the rules below and the restrictions identified in Appendix 8.1. There are four types of funds available to pay hospitality expenses: State Funds, Auxiliary Organization Funds, Sponsored Programs Administration Funds, and Private-Purpose Trust and Agency Funds held for third parties. Refer to Appendix 8.1. for additional details.

4.4.1. State Funds (Operating Funds)

State funds may be used to pay for:

4.4.1.1. Awards and prizes to employees for exceptional contributions, to students for excellence, and individuals to participate in a research-funded survey or study.

4.4.1.2. Employee recognition and official presentations for length of service awards or exceptional contributions, with at least five (5) years of service.

4.4.1.3. Official employee morale-building and appreciation activities that serve a business purpose.

State funds may not be used to pay for:

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

4.4.1.5. Food and beverages or entertainment services that do not serve a business purpose.

4.4.1.6. Alcoholic beverages, memberships in social organizations, or tobacco products.

4.4.2. Auxiliary Organization Funds

Hospitality expenses may be charged to auxiliaries provided the expense serves a bona fide business purpose. Auxiliary organization funds are subject to the same requirements as noted in 4.4.1.

The following restrictions, in addition to those identified in Appendix 8.1, apply to the use of auxiliary organization funds:

4.4.2.1. Auxiliary organization funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts/prizes/awards, memberships in social organizations and promotional items, and food and beverages, to the extent applicable by laws, regulations, funding source agreements, or campus directives do not restrict these purchases (see Appendix 8.1).

4.4.2.2. Other funds may not be used to purchase tobacco products or any other prohibited items at the discretion of the university.

4.4.2.3. Trust or agency funds held by the university or its auxiliaries in a purely custodial capacity (assets equal liabilities) on behalf of third parties are subject to applicable laws and written agreements.

4.4.3. Sponsored Programs Administration Funds

Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant or by agency policy. In the event of a conflict between the agency and university policy, the stricter of the two policies shall apply. Federal funds may not be used to purchase alcoholic beverages or tobacco products unless alcohol and tobacco are part of the research.

4.4.4. Private-Purpose Trust and Agency Funds

Hospitality expenses may be charged to trust and agency funds provided the expense serves a bona fide business purpose and to the extent other applicable laws, regulations, or funding source agreements do not restrict these purchases. Trust and agency funds are subject to the same requirements as noted in 4.4.1.

The following restrictions, in addition to those identified in Appendix 8.1, apply to the use of trust and agency funds:

4.4.4.1. Trust and agency funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts/prizes/awards, memberships in social organizations and promotional items, and food and beverages, to the extend applicable by laws, regulations, funding source agreements, or campus directives do not restrict these purchases (see Appendix 8.1).

4.4.4.2. Other funds may not be used to purchase tobacco products or any other prohibited items at the discretion of the university.

4.4.4.3. Trust or agency funds held by the university or its auxiliaries in a purely custodial capacity (assets equal liabilities) on behalf of third parties are subject to applicable laws and written agreements.

4.5. Unallowable Funding Source

4.5.1. Student Funds (Student Fees)

Funds generated from student fees may not be used to purchase alcohol, tobacco products, gifts (including awards and prizes), or any other items prohibited by applicable laws and regulations.

4.6. Approval of Transactions

4.6.1. Individuals with delegated approval authority may not approve their own expenses or the expenses of their supervisor. The exception is approval of the campus president’s expenditures by the VP/CFO. For additional information on approving authority and approval of expenditures, refer to Reference 3.6 and 3.7.

4.6.2. Payment or reimbursement for attendance at a community relations activity or fundraising event must include documentation of the individual names, affiliations, and direct or indirect benefit to the university to be derived from the expense.

4.6.3. The payment or reimbursement of hospitality expenses for the following must be approved by the president, or designee (see Section 5.1).

4.6.3.1. Hospitality expenses for recreational, sporting, or entertainment events.

4.6.3.2. Hospitality expenses for a spouse, domestic partner, or significant other of an employee.

Refer to Section 6.0 for additional details on the approval of hospitality expenses.

4.7. Hospitality Request Form

4.7.1. All hospitality expenses must have a completed Hospitality Request Form submitted along with supporting documentation such as a quote, invoice, and original receipt when requesting payment or reimbursement. The information required on the request form includes the following and applies to all hospitality events:

4.7.1.1. The type of event (employee business meeting, department meeting, host of official guest, employee recognition, reception, fundraising or community outreach, membership in social organizations, student recruitment, student engagement, or student recognition events). Refer to Section 4.1 and Appendix 8.1 for additional details.

4.7.1.2. If the meeting is recurring.

4.7.1.3. The business purpose of the meeting or event. The business purpose must be specific and provide enough information for a third-party reviewer to understand the nature and purpose of the meeting.

4.7.1.4. Type of hospitality (meals/refreshments, service recognition, etc.)

4.7.1.5. Location and date.

4.7.1.6. List of attendees and their business relationship to the campus.

4.7.1.6.1. For a large group where the names of attendees are unknown, a description of the group and estimated cost of the meal per attendee is sufficient.

4.7.1.7. Supporting documentation, including the event invitation or flyer (or other applicable documentation) and the cost of meal per attendee (as applicable), must be provided.

5.0 DEFINITIONS

5.1. Approving Authority – The president, vice president, chief financial officer, or their designee (Level 4 DOA) have delegated authority to approve hospitality events and expenses.

5.2. Auxiliary Organization Funds – Monies in auxiliary accounts. The auxiliaries are separate legal entities authorized by the Education Code to provide essential services to students and employees. Auxiliaries operate in association with the university pursuant to special written agreements and are authorized to perform specific functions that contribute to the educational mission of the university. The auxiliaries are subject to applicable CSU, state, and federal laws and regulations.

5.3. De Minimis – Small in value, relative to the value of total compensation. The IRS has ruled previously in a particular case that items with a value exceeding $100 could not be considered de minimis, even under unusual circumstances.

5.4. Department Administrator – A person delegated authority to approve expenses for meals, light refreshments, and other amenities described within this procedure. For additional details, refer to Administrative Policy P010, Delegation of Authority.

5.5. Employee Meetings and Recognition Events – Meetings that serve a CSU or university business purpose and are generally administrative in nature, such as CSU systemwide meetings of functional offices, meetings of the Academic Senate, campus meetings of deans and directors, employee recognition functions, extended formal training sessions, conferences, extended strategic planning sessions, and meetings of appointed working groups and committees.

5.6. Federal Officials – Federal government employees, elected representatives of the House and Senate, the president of the United States, presidential appointments, and other executive branch representatives. Federal officials are subject to complicated and extensive ethics rules that should be reviewed before exchanging an item of value.

5.7. Fundraising Event – Events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Fundraising events may include dinners, receptions, concerts, golf tournaments, auctions, and similar events.

Fundraising events do not include the following:

5.7.1. Activities substantially related to accomplishing the university's mission include but are not limited to activities that receive sponsorship.

5.7.2. Unrelated trade or business activities that generate fees for service.

5.7.3. Fundraising solicitations and related prospecting activities intended to generate only a contribution (no purchase of goods or services).

5.7.4. Raffles in which the prizes have only a nominal value and do not require reporting as taxable income.

5.8. Hospitality – Activities such as employee business meetings, service recognition, employee morale, membership in student recruitment, student engagement and student recognition events, and fundraising events intended to promote the mission of the university and its auxiliaries to the public with the expectation of benefits accruing directly or indirectly to the university. For additional details, refer to Section 4.1, Allowable Expenses and Occasions.

Hospitality includes the following elements:

5.8.1. Entertainment Services – Reasonable expenses as part of a public purpose event includes, but are not limited to, equipment and venue rental, event décor, music, and performers.

Note: Service expenditures related to showcasing the talent of students or employees are considered regular business expenses and are not governed by this policy. For example, presenting a poster at Super STEM.

5.8.2. Food and Beverage – Reasonable provision of a meal (catered or restaurant) or light refreshments (e.g., beverages, pastries, and cookies).

5.8.3. Gifts, Awards, and Prizes – Something of value given or bestowed upon an individual, group, or entity in recognition of service to the university or achievement benefiting the university or with the expectation of benefit accruing to the university or for other occasions that serve a bona fide business purpose (e.g., financial prizes, trophies, plaques, and flowers).

5.8.3.1. Gifts, awards, and prizes to employees for exceptional contributions, to students for excellence (i.e., Dean's List Awardees, etc.), as well as employee recognition and official presentations for a length of service award (as part of a defined campus award program, with at least five (5) years of service), are examples of a bona fide business purpose.

5.8.3.2. For cash and cash-equivalent awards, such as gift cards and gift certificates, see Reference 3.8 and Section 7.5 for guidance.

5.8.4. Promotional Items – Tangible items that display the name, logo, or other icon identifying the university, such as a keychain, coffee mug, calendar, or clothing.

Note: As a general guideline, the value of promotional items should not exceed $25 per person.

5.9. Membership in Social Organizations – University clubs, athletic clubs, civic organizations, and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community. Membership in business leagues, chambers of commerce, trade associations, and professional organizations are considered regular business expenses and are not governed by this policy.

5.10. Official Guest – A person invited by an official host to attend a university or auxiliary meeting, conference, reception, activity, or event. Examples of official guests include, but are not limited to, employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.

5.11. Official Host – A university or auxiliary employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of university business.

5.12. Operating Funds (CSU Fund 485) – All monies in campus accounts (e.g., tuition and fees). State appropriation of general tax revenue and student fee revenue for state-supported instruction and related programs and operations.

5.13. Other University and Auxiliary Funds (Other Funds) – Except for the CSU Operating Fund (485) and trust and agency funds held in a custodial capacity for third parties, all other funds controlled by the university or its auxiliaries, including, among others, donor funds, grand and contract funds, reimbursed programs, continuing education revenue funds, lottery education funds, and enterprise funds.

5.14. Private-Purpose Trust and Agency Funds – Fiduciary funds held by the university or its auxiliaries in a purely custodial capacity (assets equal liabilities) for individuals, private organizations, or government units (third parties) and subject to applicable laws and written agreements. Refer to CSU Executive Order 1000, Fiscal Authority and Responsibility for additional details.

5.15. Public Purpose – Also referred to as business purpose, includes expenses that serve a purpose consistent with the mission and fiduciary responsibilities of the university or campus auxiliary.

5.16. Sponsored Program Administration Funds – Federal, state, local government, and private contracts.

5.17. State Funds – See Section 5.12, Operating Funds.

5.18. Student Organizations – As defined in CSU Executive Order 1068, Student Activities, section titled "Formal Chartering and Recognition Policies."

5.19. Work Location – The place where the major portion of an employee's working time is spent or where the employee returns during working hours upon completing special assignments. The employee's department determines what constitutes an individual employee's work location for the purpose of this policy.

6.0 RESPONSIBILITIES

6.1. Expense Claimant will:

6.1.1. Specify the source of funds for hospitality events and expenses.

6.1.2. Obtain approval from the approving authority to hold hospitality events or to be reimbursed for hospitality-related expenses. All requests must be submitted through the Hospitality Request Form (see Appendix 8.3).

6.1.3. Process payments for hospitality expenses through the procurement card if the procurement card is set up to process hospitality payments.

6.1.4. Work with the Procurement Office to determine the appropriate purchasing method when payment cannot be processed using a Procurement Card.
6.1.4.1. Attach a copy of the Hospitality Request Form.

6.1.5. If applicable, reserve university facilities as outlined in Administrative Procedure 505, Use of Facilities and Equipment.

6.1.6. Complete the Temporary Food Permit Request Application (Appendix 8.4 and 8.5) and refer to the guidelines in the Requirements for Temporary Food Permit (Appendix 8.6) when using an external food vendor/caterer.

6.1.7. Complete the Request to Serve Alcoholic Beverages form, if applicable. Refer to Administrative Procedure 019, Alcoholic Beverages for additional details.

6.2. Procurement Card Holders will:

6.2.1. Obtain prior approval from department administrators to use their procurement cards for hospitality payment purposes.

6.2.2. Ensure the hospitality expense claim conforms with this policy.

6.2.3. Process payment through the procurement card if the card has been set to allow hospitality payments.

6.2.3.1. If the procurement card is used as the payment method, a copy of the Hospitality Request Form must be kept on file for reconciliation purposes.

6.2.4. Reconcile procurement card monthly statements containing hospitality payments.
6.2.5. Forward signed monthly procurement card statements, with the Hospitality Request Form attached, per the Procurement Card Program Policy and Guidelines.

6.3. The Procurement Office will:

6.3.1. Ensure that the Hospitality Request Form accompanies all purchase requisitions for hospitality events.

6.3.2. Review all purchase orders for conformance to this policy.

6.4. Accounts Payable will:

6.4.1. Ensure that the Hospitality Request Form accompanies all non-PO (i.e., Direct Pay/Procurement Card) hospitality expenses payment requests.

6.4.2. Review all Direct Pay/Procurement Card hospitality expenses payment requests for conformance to this policy.

6.5. Risk Management and Environmental Health and Safety (RMEHS) will:

Review and approve or deny all Temporary Food Permit Request Applications.

6.6. Department Administrators will:

6.6.1. Ensure that the Hospitality Request Form accompanies all requests for reimbursement/payment and/or purchase requisitions for hospitality events before approval.

6.6.2. Review all procurement card hospitality-related payments and transactions for conformance to this policy and ensure procurement card holders obtain and submit required hospitality approval and supporting documentation with the monthly procurement card reconciliation package.

6.6.3. Ensure that reimbursement and payment claims are legitimate and include proper documentation.

6.6.4. Forward the Hospitality Request Form to the appropriate approving authority.

6.7. The Approving Authority will:

Review and approve or deny the Hospitality Request Form. Individuals with delegated approval authority may not approve their own expenses or the expenses of their supervisor. The exception is approval of the campus president's expenditures by the VP/CFO. Refer to Administrative Policy P006, Policy for One-Up (Next Level) Authorizations for Business Expenses.

6.8. The VP for Administration and Finance and CFO (or designee) will:

6.8.1. Approve all exceptions to the maximum per-person rates.

6.8.2. Review annually the maximum per-person rates and update as appropriate.

6.8.3. Delegate authority to the Executive Director of University Auxiliary Services, Inc. (UAS), for reviewing and approving requests to use vendors other than UAS Food Services and requests for off-campus events, as prescribed by Administrative Procedure 025, Auxiliary Services.

7.0 PROCEDURES

7.1. Submitting Hospitality Request Forms

For requests under $10,000, the Hospitality Request Form must be submitted to the appropriate approving authority no later than ten (10) working days before the start date of the proposed hospitality event.

For requests of $10,000 or more, the Hospitality Request Form must be approved by the approving authority and submitted to the appropriate vice president no later than ten (10) working days before the start date of the proposed hospitality event.

7.1.1. Requests from the vice presidents should be submitted to the president.

7.1.2. Requests from the president should be submitted to the VP/CFO.

7.2. Review and Approval of Hospitality Request Forms

The Approving Authority (Level 4 DOA) will either approve or deny Hospitality Request Forms for requests under $10,000.

The president, vice presidents, and chief financial officer are the designated approving authorities for requests of $10,000 or more and will either approve or deny these Hospitality Request Forms.

7.2.1. Review and approval of Hospitality Request Forms may be further delegated to a department administrator for amounts less than $10,000.

7.2.2. When timely submission of the Hospitality Request Form is not feasible, justification is required and must be attached to the request (see Appendix 8.4).

Hospitality Request Forms received fewer than ten (10) days prior to the event start date will be reviewed and approved or denied on a case-by-case basis at the discretion of the approving authority.

7.3. Submitting Expense Claims

Expense claimants will:

7.3.1. Complete all necessary paperwork before the event.

7.3.2. Ensure that all hospitality-related claims conform with this policy.
7.3.3. Submit hospitality expenses using the proper expense claim forms.

7.4. Payment Review and Approval

Department administrators will review hospitality expenses for conformance to this policy and approve or deny payment.

7.5. General Notes

7.5.1. If you are going to provide cash and cash-equivalent awards, such as gift cards or gift certificates, please refer to Administrative Policy P014, Gift Cards.

7.5.2. If your event includes an honorarium, please refer to the Honorarium Guidelines and Procedures and the Honorarium Request Form. For additional information on the honorarium process and related training, please refer to the One-Stop Financial Services website.

7.5.3. If your event requires an Independent Contractor (IC), please refer to the Independent Contractor Guidelines and Procedures. For additional information on the IC process and related training, please refer to the One-Stop Financial Services website.

8.0 APPENDICES

8.1. Funding Sources for Payment of Hospitality Expenses

8.2. Hospitality Per-Person Limits for Food and Beverages

8.3. Hospitality Request Form

8.4. Justification for Late Submission

8.5. Temporary Food Permit Request Application (for Student Organizations)

8.6. Temporary Food Permit Request Application (for Departments and Other Organizations)

8.7. Requirements for Temporary Food Permit