DATE: October 21, 2013

TO: Administrative Council, Deans, Associate Deans, Campus Business Partners, Department Chairs, Directors, and Managers

FROM: Kendal Chaney-Buttleman, University Controller

The Hospitality Expenses procedures have been updated in order to provide clearer guidance and to more closely align with how we do business here at Sac State. In addition, the maximum amount per person for hospitality meals was updated. The Hospitality Expenses policy itself has not changed.

Changes to the Hospitality Expenses Procedures:

- Itemized receipt or invoice definition updated to provide better guidance of what is acceptable. Required documentation updated to include what to do if no detailed receipt or invoice available and emphasize need to include list of attendees and their relationship to the University.
- Operating Fund Definition – Updated to remove the MDR01 Fund from the CSU Operating Fund as it is now included in the Auxiliary Organization Funds. The MDR01 fund is used to bill Auxiliary accounts. This has also been updated on the Appendix A table.
- Employee awards and Service Recognition Gifts are now allowed to be paid for with CSU Operating Fund 485. This has been updated on the Appendix A table.
- All catered food for events on campus must be provided by or approved by University Enterprises, Inc. (UEI) Catering. Food is not considered catered if it is picked up and delivered to the University by Department Staff per UEI policy 3005 (e.g. okay to bring off-campus bagels to a morning meeting).
- Updated maximum meal rates per-person for hospitality expenses to:

<table>
<thead>
<tr>
<th>Meal type</th>
<th>Maximum per-person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$30.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$40.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$75.00</td>
</tr>
<tr>
<td>Light refreshment</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Link to Hospitality Expenses Policy: [http://www.csus.edu/umanual/admin/ADM-0111.html](http://www.csus.edu/umanual/admin/ADM-0111.html)
The Procedures are linked within the Policy, please use link to Policy above.

The information is also linked at: [http://www.csus.edu/aba/Accounts-Payable/hospitality.html](http://www.csus.edu/aba/Accounts-Payable/hospitality.html) on the right navigation pane, under Policy and Procedures.

Contact Information:
If there are any questions or concerns about this information, please contact either the Accounts Payable & Travel Office at ABA-FIN-ap-travel, or Susan Johnson, Director of Accounts Payable and Travel, at sjohns@csus.edu, or at ext. 86476.