DATE: May 10, 2012
TO: Administrative Council, Deans, Associate Deans, Department Chairs, Directors, Managers, and Campus Business Partners
FROM: Susan L. Johnson, Director of Accounts Payable & Travel

The Chancellor’s Office has released a new Hospitality Expenses Policy. In order to remain in compliance, Sacramento State’s University Policy and related Procedures have been updated and renamed. This new Hospitality Expenses policy supersedes the old Business Related Hospitality Expenses Policy.

Highlights of the new Hospitality Expenses Policy include:

- Meals or light refreshments should be limited to no more than twelve times per year, per group. It is the responsibility of the approving official to insure that the department stays in compliance with this limit.
- 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 compliance with these guidelines.
- List the attendees by group name (if large in number) or by each name for smaller list of attendees.
- New maximum meal rates per-person for hospitality expenses. (The meal rates should never be used for employee or non-employee travel meals.)
- When a hospitality expense exceeds the per-person maximum provided in the chart below, the hospitality is considered exceptional. Exceptions require a written justification for the overage and the approval from a Vice President, or the Auxiliary Organization Executive Officer.

Link to new 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.

Please review all the documents carefully if you plan to do any events, entertaining or payments/reimbursements to employees and/or vendors.

The information is also linked at: [http://www.csus.edu/aba/accounts-payable/index.html](http://www.csus.edu/aba/accounts-payable/index.html) on the right navigation pane, under Resources.

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.