Business Partners Round Table

Hospitality Procedures Update
August 2012
Procedures Recently Updated

- Fixed Definitions
  - Alphabetic order corrected
  - Gift – now includes gift cards or certificates
  - Work Location better defined
Gifts to Employees

- Added new section after Maximum Meal Amounts Table
  - Gifts of any type should be limited and justified
  - Gift Cards/Certificates
    - Are Taxable
    - Limited to $200 per employee per calendar year
    - Must receive PreApproval from Procurement
Gift Cards

- Under Hospitality on the AP Website
  - *also linked from Procurement*
  - [http://www.csus.edu/aba/Accounts-Payable/Hospitality.html](http://www.csus.edu/aba/Accounts-Payable/Hospitality.html)
  - Instructions
  - PreApproval Form
  - Disbursement Log
  - Identifying Gift Card Numbers
Approvals and Documentation

- Clarified “Approval of Transactions”
  - Formatted for ease of reading

- Added “Required Documentation”
  - List of attendees still required
  - Calculation of meal cost per person
  - Detailed support necessary for payment

- Added “Exemptions”
Appendix A

- Simplified
  - Removed contra statements and infrequent hospitality items

- Clarified
  - Added phrasing where needed (e.g. …with official guests)

- Page References Removed
  - Use “Find” to search document

- Added Gift Cards
Questions and Contact Information

• Questions?

• Contact Information
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