Hospitality Expenses Policy
Updated Procedures
What’s Different?

- Itemized receipt or invoice definition
- Operating Fund definition
- Employee awards and Service Recognition gifts
- Catered food for events on campus
- Updated maximum meal rates per-person
Itemized Receipts or Invoices

• Definition updated to provide better guidance of what is acceptable
• Required documentation includes what to do if no detailed receipt or invoice is available - The “donut” example

• Emphasis on including list of attendees and their relationship to the university
Operating Fund

Definition updated to **exclude** MDR01 from Operating Fund.

- This fund is used to bill the Auxiliary Organizations and is included there
- Updated on Appendix A Table
Employee Awards and Service Recognition Gifts

Now allowed to be paid for with CSU Operating Fund 485

• Updated on Appendix A Table
Catered Food for Events on Campus

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)
  • OK to bring off-campus bagels to a morning meeting
## Maximum Per-Person Meal Rates

<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>

Hospitality expenses should be appropriate to the event. Amounts increased to take into account catered/banquet meals that often include tip, tax and room rental at hotels/restaurants/halls for conferences or other hosted events.
Link to Hospitality Expenses Policy:
http://www.csus.edu/umanual/admin/ADM-0111.html

The Procedures are linked within the Policy

Link to BMSS

Questions” - Contact Susan Johnson at sjohns@csus.edu or 87444