



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

*TOPIC:* Hospitality Approval policy

DATE: November 30, 2022

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

FROM: Sarah Hansen, Accounts Payable & Travel Manager

Accounts Payable & Travel would like to clarify the Hospitality Approval policy.

- Approving Official – University employee with delegated authority to approve the use of funds
  - The approving authority must be the Official Host's manager or higher. The exception to this rule for University President expenditures which are approved by the Chief Financial Officer (CFO)
  - Individuals delegated approving authority cannot approve their own expenses or expenses where they received personal benefit (such as food) and cannot approve expenses for their direct or indirect manager (except for CFO)
- Official Host - a CSU trustee, auxiliary organization governing board member, or university or auxiliary organization employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of university business.
- Attendees – a list of attendees and their relationship to the university is required for small groups (25 or less). Large group events (more than 25) can provide a general description of attendees and their relationship to the university (faculty, staff, student, guest, etc.)
- Business Purpose – Provide a brief statement explaining the university business purpose of the hospitality expense. Must explain why the meal was a necessary and integral part of the meeting/event. Include Agenda or program with date, time & location.
- Itemized receipt – An itemized receipt is required for all hospitality expenses.

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [aba-fin-ap-travel@csus.edu](mailto:aba-fin-ap-travel@csus.edu), ext. 86476.