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## FOUNDATION HOSPITALITY & PUBLIC RELATIONS POLICY

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### TABLE OF CONTENTS

100 PURPOSE .....	Page 1
200 SCOPE .....	Pages 1-2
300 AUTHORITY.....	Page 2
400 ALLOWABLE EXPENDITURES.....	Pages 2-3
401 EMPLOYEE MEETINGS .....	Pages 3-4
401.1 Foundation Maximum Per-Person Meal Expenses for Meetings & Events Attended by University Employees and Official Guests.....	Page 5
401.2 Meal Expenses .....	Page 5
402 SPOUSES, DOMESTIC PARTNERS AND SIGNIFICANT OTHERS.....	Page 6
403 STUDENTS AND PROSPECTIVE STUDENTS .....	Page 6
404 AWARDS AND PRIZES.....	Pages 6-7
405 GIFT CARDS.....	Page 7
406 HONORARIUMS.....	Page 8
500 UNAUTHORIZED EXPENDITURES.....	Pages 8-9
600 ALLOWABLE FUNDING SOURCES.....	Page 9
601 STATE FUNDS SUBJECT TO RESTRICTIONS.....	Page 9
602 AUXILIARY ORGANIZATION FUNDS.....	Pages 9-10
603 SPONSORED PROGRAMS ADMINISTRATION.....	Page 10
700 APPROVAL OF TRANSACTIONS.....	Page 10
800 DEFINITIONS.....	Pages 10-12
900 CATERING EXCEPTION POLICY.....	Page 13
901 ITEMS THAT DO NOT NEED A CATERING EXCEPTION FORM.....	Pages 13-14
1000 RECORD RETENTION .....	Page 14
1100 SUBMITTAL REQUIREMENTS.....	Page 14
EXHIBIT A – HOSPITALITY GUIDELINE MATRIX.....	Page 15

## **100 PURPOSE**

In accordance with California State University Hospitality Policy (ICSUAM 1301.00), California State University, Dominguez Hills Foundation ("Foundation") hospitality expenses that are necessary, reasonable in amount, appropriate to the occasion, and consistent with the mission and fiduciary responsibilities of California State University, Dominguez Hills ("University") for activities that promote the University to the public and in connection with official University business, are permissible, as defined by this Policy ("Policy").

This Policy materially aligns with University policy and governs the manner and extent to which hospitality may be provided to employees, students, donors, guests, visitors, volunteers, or other individuals as part of a business meeting; recreational, sporting, or entertainment event; or other occasion that promotes the mission of the University. The Policy also addresses employee morale-building functions and meals provided to prospective employees. Expenses incurred for meals while traveling on University or Foundation business (i.e., meals purchased by the individual traveling) are not hospitality and are governed by the University or Foundation travel policy. In instances when an individual acts as an official host while travelling on University or Foundation business, hospitality provisions governed by this Policy apply.

Expenditures submitted to the Foundation for community relations expenses must be made in accordance with CSU Executive Order 761; Section 9.2.1 of the "Compilation of Policies and Procedures for California State University Auxiliary Organizations"; California Code of Regulations, Title 5, Division 5, Section 41600, 41601; California Education Code Sections 66600, 89030, 89035, 89044; and HR 96-11.

Expenditures must fall within the educational mission of the CSU as defined by the respective statutes, Board of Trustees policy, and campus policy. Expenditures must not be made which are specifically prohibited for auxiliary organizations either by statute, Board of Trustees policy, or campus policy. An auxiliary shall not expend funds for goods and services on behalf of a campus and arrange in some way to be compensated for the expenditure by the campus if circumvention of CSU policy or procedure would occur.

## **200 SCOPE**

University's Hospitality Policy dated March 25, 2019 states "This Policy governs the appropriate use of state, auxiliary organization, sponsored program administration, private-purpose trust, and agency funds unless legally exempted or otherwise restricted, i.e., documented fund agreements. University and its auxiliaries will comply with additional restrictions when established by funding sources." This Policy is in conformance with the Trustees of the California State University for campuses and auxiliaries, and (per Education Code §42402) each auxiliary shall operate in conformance with the policy of the Board of Trustees and its campus. Foundation, in its endeavors to support the mission of the University and to align policies and procedures for best business practice, outlines in this Policy what are acceptable uses of auxiliary funds.

The Foundation shall maintain documentation for expenditures consistent with good business practices, and in keeping with applicable documentation standards required by federal, state, and local governments. Good business practices include documentation procedures adequate to allow an efficient annual fiscal audit. The Foundation shall also provide special documentation to assure expenditures are made consistent with the constraints attached to certain sources of funds.

1. Where funds are received for research and grants or educational projects, or are held as trust or agency funds, documentation must be maintained as required by the entity providing the funds.
2. In the administration of restricted funds, the Foundation must maintain adequate documentation to be able to demonstrate that the expenditures are made in a manner consistent with the restrictive conditions.

### **300 AUTHORITY**

Authority for this Policy is pursuant to California Education Code sections 89044, 66600, 89030, and 89035, and Integrated CSU Administrative Manual (ICSUAM) 1301.00.

### **400 ALLOWABLE EXPENDITURES**

Hospitality expenses must be directly related to or associated with the active conduct of official University or Auxiliary business. When an employee acts as an official host, the occasion must serve a clear University business purpose, with any personal benefit derived by the official host or other employees merely incidental to the purpose of the event. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of public funds.

All hospitality expenses must be approved by the appropriate approving authority ("Approving Authority"). When using a Philanthropic Foundation account, expenditures over \$750.00 must receive Dean, VP, or Department Head approval. When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event; costs that will be incurred; benefit to be derived from the expense; availability of funds; and any alternatives equally effective in accomplishing the desired objectives.

Following are examples of occasions when the provision of hospitality is permitted under this Policy (fund restrictions still apply):

- The University hosts or sponsors business meetings that further the instructional mission of the University and serve a clear business purpose;
- The University hosts official guests who have an interest that benefits the University;
- The University hosts receptions in conjunction with conferences, meetings of learned societies or professional organizations, student events such as commencement exercises, and events or meetings of other University related groups such as alumni associations;
- The University hosts or participates in community relations or fundraising events to promote the university, enhance partnerships, recognize distinguished service, or cultivate donors;
- Hospitality, which includes the provision for meals, catered events, promotional materials, gifts, and travel expenses for official guests of the University or Foundation. Hospitality also includes expenses for activities that promote the University or Foundation to the public with the expectation of benefits/goodwill accruing directly or indirectly to University or Foundation.
- Membership and participation in the activities of community groups, including but not limited to service clubs and community-wide organizations of leading citizens in education, business, government, industry, and agriculture, which serve the needs of the campus community.

- Membership and participation in the activities of community groups and local non-profit organizations which promotes the engagement of the University with the community.
- Official University programs/activities that promote students, faculty, or staff; professional development; and/or donor cultivation and stewardship. Such activities may include, but are not limited to, campus receptions, public ceremonies, and auxiliary board and advisory committee meetings.
- Awards in recognition of service or achievement directly benefiting the University or Foundation.
- Gifts given or bestowed upon an individual, group, or entity with the expectation of benefit/goodwill accruing to the University or Foundation.
- Promotional materials distributed to promote the name and brand of the University or the Foundation.
- Employee relations for events such as employee recognition, service awards, or retirement gatherings.
- Business related meals, when it is necessary for employees to conduct official University or Foundation business during a meal.
- Official activities that promote student, faculty, and staff recruitment, morale, and/or develop and maintain effective community relations. Such activities may include, but are not limited to, campus receptions, public ceremonies, advisory committee meetings, and any academic programs of the University. Typical expenditures for these activities include the cost of meetings, conferences, catering, speaker fees, etc.
- This policy provides the means for appropriate participation in bona fide activities by the spouse or significant other of an officer, employee, or other delegate of the University or Foundation where such participation is reasonably intended to achieve the community relations objectives of the University or Foundation.
- Flower purchases for official University or Foundation functions such as commencement, award ceremonies, seminars, and other official campus events. Additionally, flowers may be purchased for funeral arrangements for deceased employees, retired employees or donors. Monetary contributions to a non-profit charity, research or educational organization are permitted in lieu of flowers.
- The University hosts events for the benefit of employee morale (e.g., Staff Appreciation Day and the annual campus holiday celebration), employee recognition and length of service award presentation of at least five years of service (e.g., annual service awards).

Refer to Exhibit A – Hospitality Guideline Matrix for additional details comparing state-funded allowable expenses and Foundation allowable expenses.

#### **401 EMPLOYEE MEETINGS**

Meals or light refreshments provided to employees may be permitted under certain circumstances if the expenses occur infrequently and are reasonable and appropriate to the business purpose. Meals or light refreshments provided to employees solely for their convenience, and not for the purpose of conducting University/Foundation business are considered taxable income by the IRS and are therefore not permitted under this Policy.

- Meals or light refreshments should be limited to no more than twelve times per year, per group.
- Meals or light refreshments provided to a group should be counted on an event basis, e.g., atwo-day meeting should be counted as one event in determining compliance with these guidelines.

Meals or light refreshments provided during a business meeting must be modest and reasonably priced. Where meals are involved, they must be necessary and integral part of the business meeting, and not a matter of personal convenience, e.g., the cost of meals for employees from the same work location are allowable if a working lunch is included as part of a scheduled meeting.

When a meeting takes place over an extended period and the agenda includes a working meal, there may be justification that the meal is integral to the business function. Examples include:

- A meeting where there is a scheduled speaker during the meal period;
- A meeting where the participants work through the meal period;
- Circumstances where it would be too time-consuming or disruptive for participants to take a meal break away from the meeting location.

### **Maximum Per-Person Expenses for Employee Meals**

The Foundation Chief Financial Officer is required to establish maximum per-person expenses allowable for hospitality meals and light refreshments provided during meetings and events to employees and official guests. Maximum per-person expenses include the total cost of food, beverages, labor, sales tax, delivery fees, tips, and other service fees. Tips and gratuities generally may not exceed 20% of the total bill. The maximum allowable expenses shall be reviewed and documented periodically by Foundation's Chief Financial Officer and communicated to University constituents.

Effective October 01, 2020, maximum per-person expenses allowable during meetings and events are provided in section 401.1 of this Policy and shall remain in effect until the Foundation Chief Financial Officer indicates otherwise. On a case-by-case basis, when there is a compelling rationale to do so, hospitality expenditures exceeding the maximum-per person amount may be permitted.

Documentation of a compelling rationale to approve an exception to the maximum per-person amount must be documented by attaching a memo or other form of approval that has been signed by the respective Vice President or Designee and the University Chief Financial Officer, to the expense.

Specifically, employee business meals or entertainment expenses must conform to Internal Revenue Service ("IRS") regulations; no employee business meal or entertainment expenditure that is considered taxable income under IRS regulations will be reimbursed or paid. An employer's reimbursement of an employee business meal or entertainment expense may be considered taxable income to an employee if:

- The activity is not directly related to the employee's job;
- The expense is lavish or extravagant under the circumstances;
- The expense is not substantiated with supporting documentation;
- Supporting documentation must include an itemized receipt.

#### **401.1 Foundation Maximum Per-Person Meal Expenses for Meetings & Events Attended by University Employees and Official Guests**

Food and beverages provided to employees may be permitted when doing so serves a University business purpose and if the expenses occur infrequently, are reasonable and modestly priced, and appropriate to the business purpose. Providing meals or light refreshments in support of a University business purpose must be limited to no more than twelve times per year, per group or department. Refer to the University Hospitality Policy for additional requirements.

Aligning with the University's Hospitality Policy, effective October 01, 2020, the following are approved Foundation and University maximum per-person meal and light refreshment expenses that may be incurred during meetings and events attended by University or Foundation employees and official University or Foundation guests:

Meal Type	Maximum Per-Person
Breakfast	\$30
Lunch	\$35
Dinner	\$60
Light Refreshments	\$20

Maximum per person expenses include the total cost of food, beverages, labor, sales tax, delivery fees, tips, and other service fees. Tips and gratuities generally may not exceed 20% of the total bill. The maximum allowable amounts shall be reviewed and documented periodically by the Chief Financial Officer and communicated to Foundation constituents.

The maximum per-person rates allowable during meetings and events effective shall remain in effect until the Foundation Chief Financial Officer determines otherwise.

#### **401.2 Meal Expenses**

##### **A. Business-Related Meals**

When it is necessary for employees to conduct official University or Foundation business during a meal, they may be reimbursed if substantiated by an itemized receipt and an approved Payment Request Form. Business-related meals cannot be claimed on a Travel Expense Form or paid to the employee as per diem.

##### **B. Meals at Conferences, Workshops, or Meetings**

Where a registration or other fee for a convention, conference, or workshop includes meals, the employee's travel claim should not include reimbursement for meal expenses provided by the event or included with registration fees. In the event the employee must forgo the provided meal for health reasons, a receipt must be submitted for the meal that is purchased in lieu of the provided meal. A justification for the expense must accompany the claim. Total daily meal reimbursement cannot exceed approved CSU caps.

## **402 SPOUSES, DOMESTIC PARTNERS AND SIGNIFICANT OTHERS**

Hospitality provided to the spouse, domestic partner, or significant other of an employee may be permitted when doing so serves a University business purpose such as ceremonial functions, fundraising events, alumni gatherings, athletic games, and community events. Such an individual's presence is considered to serve a University business purpose if they have a significant role in the proceedings or makes an important contribution to the success of the event. An agenda, invitation, or similar documentation should be included with the hospitality authorization form and payment record.

## **403 STUDENTS AND PROSPECTIVE STUDENTS**

Hospitality provided to students and prospective students may be permitted when it furthers the educational mission of the campus. Permissible activities during which hospitality may be provided include recruitment efforts, student programs, student organization events, student recognition events, fundraising and other community events, and commencement. Hospitality provided to student athletes and recruits must be in accordance with the rules of the intercollegiate athletic association's national governing board, e.g., National Collegiate Athletic Association.

## **404 AWARDS AND PRIZES**

### **Employee Awards and Prizes**

Awards and prizes provided to employees in conjunction with University-wide events for exceptional contributions and superior accomplishments and for length of service of five years or longer are permissible, as are awards and prizes provided to employees participating in University-wide morale-building events and appreciation activities that serve a business purpose, such as the annual Staff Appreciation Day.

Awards and prizes should be infrequent and conservative in value. Awards and prizes are subject to specific fund restrictions and availability of funds, non-State Foundation and Foundation funds may be used to provide cash and cash-equivalent awards and prizes above \$50 to students, University employees, and Auxiliary employees for exceptional contributions and for other University business purposes in conjunction with a University-wide event or activity. Cash and cash-equivalent awards and prizes, including gift cards, gift certificates, and meal vouchers with a specific dollar value provided to employees are always reportable as wages, no matter how small the value. A non-cash award or prize may have a taxable consequence to an employee if it does not meet the IRS definition of de minimis (less than \$100 and infrequent).

Subject to specific fund restrictions and availability of funds, non-State funds may be used to provide non-cash awards and prizes above \$100 to University & Auxiliary employees and students for exceptional contributions and for other University business purposes in conjunction with a University-wide event or activity. If Foundation funds are used, it is the responsibility of the department conferring the award or prize to notify Payroll of cash and cash-equivalent awards given to employees, as well as non-cash awards or prizes that do not meet the IRS definition of de minimis.

Furthermore, departments are required to complete the Foundation Employee Gift & Award Reporting Form for cash and cash equivalent awards and for non-cash awards, and submit them to Foundation Payroll for processing. The Payroll department will enter the employees' SSN information on these forms.

Awards honoring student excellence are permissible. In addition, providing awards and prizes to students via University events and activities that serve a business purpose, such as via the University Athletics Toro Rewards program, is allowed, as is providing meal vouchers to students via the Toro Food Pantry (subject to Financial Aid reporting). Cash and cash-equivalent awards and prizes provided to students, including gift cards, gift certificates, and meal vouchers with a designated dollar value are always reportable to the Financial Aid office, no matter how small the value.

Subject to specific fund restrictions and availability of funds, Foundation funds may be used to provide cash and cash-equivalent awards and prizes above \$50 to students. It is the responsibility of the department conferring the award or prize to notify the Financial Aid Office of cash and cash-equivalent awards and prizes provided to students, including the student identification number of award recipients. Departments also are responsible for reporting non-cash awards or prizes provided to students to Foundation Accounting Services staff, who are responsible for tracking the cumulative value of non-cash awards or prizes and notifying the IRS should the cumulative value of non-cash awards meet or exceeds \$600 during a calendar year, which Foundation is required to report as income to the recipient. Subject to specific fund restrictions and availability of funds, non-State funds may be used to provide non-cash awards and prizes above \$100 to University students for exceptional contributions and for other University business purposes in conjunction with a University-wide event or activity.

#### **405 GIFT CARDS**

Subject to IRS tax laws and Financial Aid reporting (for students), gift cards are permissible only for the following:

- Incentives to students to participate in a non-researched (grant) funded survey;
- Incentives to anyone, including employees, to participate in a research funded survey or study, within the terms of the grant and the grant serves an instructional purpose (subject to IRS tax laws);
- Awards and recognition;
- Incentives to participate in the Athletics Toro Rewards program;
- Distribution of Campus Food Pantry meal vouchers;
- As the result of an opportunity drawing related to a University business activity.

As of the implementation of this procedure on January 25, 2021, cash-equivalent cards such as Visa, Master, American Express, Discover, etc., are not allowable-. Foundation reserves the right to amend this policy at a future date if a need is adequately identified.

Approvals – All gift card purchases, or other cash-equivalent awards or prizes must be approved by a VP, Dean, or Division Head. Grant expenditures require a Post-Award analyst's approval. Per item gift card expenses of \$500 and above must be approved by the Foundation CFO. All gift card total requests of \$5000 or more must be approved by the Foundation Executive Director.

Once approval is obtained and cash-equivalent items have been purchased, the receipt or vendor invoice for P-card or direct purchases must be submitted to Foundation Accounts Payable along with all other required documentation.

Additionally, departments must hold gift cards, gift certificates, meal vouchers, and non-cash awards and prizes in a secured location such as a locked cabinet or safe, per ICSUAM 6330.00. See Cash Receipting and Check Handling Policy for additional details.



## **500 UNAUTHORIZED EXPENDITURES**

### **Personal Benefit**

Hospitality expenses that are of a personal nature and not related to the active conduct of official University business are not permitted using state funds and will not be paid or reimbursed by the University. Some of the items listed below may be permitted by Foundation. Please refer to Exhibit A, Hospitality Guideline Matrix. The California gift of public funds doctrine set forth in the California Constitution, article XVI §6, prohibits the giving or lending of public [state] funds to any person or entity, public or private, unless there is a public purpose. Examples of personal events and activities include, but are not limited to, birthdays, weddings, anniversaries, baby showers, memorial services, bereavement, retirement parties, farewell gatherings, and get-well expenses. Additionally, providing a gift card, gift basket, flowers, or other cash-equivalent or non-cash gift as a thank you to consultant, guest speaker, or employee at another campus is not permitted. Unauthorized expenditures also include those not in compliance with the Foundation hospitality policy as provided herein.

## **600 ALLOWABLE FUNDING SOURCES**

Hospitality expenses may be paid from various fund sources, subject to the restrictions outlined below:

### **601 STATE FUNDS SUBJECT TO RESTRICTIONS**

- Employee recognition and official presentations in conjunction with University-wide events for exceptional contributions, or length of service awards for five years of service or longer.
- Awards and prizes to employees for exceptional contributions, to students for excellence, and individuals to participate in a research-funded survey or study.
- Official employee morale-building and appreciation activities that serve a business purpose.
- Food and beverages or entertainment services that serve a business purpose.
- Alcoholic beverages, memberships in social organizations, and tobacco products may be permissible with Foundation funds subject to policies and fund directives. Tobacco products are only allowed for Grants and Contracts tobacco research. Furthermore, Hospitality expenses will not be paid or reimbursed for membership in social organizations, activities or entertainment services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability.

### **602 AUXILIARY ORGANIZATION FUNDS**

Hospitality expenses are allowable using Foundation funds provided the expense serves a bona fide business purpose. Auxiliary organization funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts, membership in social organizations and promotional items to the extent these purchases are not restricted by other applicable laws, regulations, or funding source agreements.

Gifts are items of value given or bestowed upon an individual, group, or entity with the expectation of a benefit accruing to the University, including donor or volunteer recognition. Gifts also include

“get well” or memorial floral or other arrangements made on behalf of the University in the event of a serious illness, injury, or death of a University employee; an individual external to the University who had a close educational, community, business, or philanthropic relationship with the University; a student; or death of a member of an employee’s immediate family. Memorial donations may be provided subject to funding source restrictions.

CSU hospitality policy permits approved alcohol expenses using Foundation funds (unless the specific fund source prohibits such purchases).

Alcohol purchases need to be pre-approved by the Dean or VP of the department making the purchase. Alcohol and food purchases should be placed on separate checks. Tips and gratuities must not exceed 20% of the total bill for alcoholic beverage purchases. Justification on how the purchase furthers the University’s mission must be provided.

Effective January 1, 2017, California AB 1887 prohibits state-funded travel to a state that authorizes discrimination based on sexual orientation, gender identity, and gender expression; voids or repeals existing state or local protections against such discrimination; or creates an exemption to anti-discrimination laws to permit such discrimination. AB 1887 identifies California State Universities as an entity covered by the law. The Foundation may allow travel to states prohibited under this law, if the funds being used were not derived from California state agencies. Travel to prohibited states must be approved by the Foundation Executive Director prior to travel.

### **603 SPONSORED PROGRAMS ADMINISTRATION**

Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by agency policy. In the event of a conflict between agency and Foundation policy, the stricter of the two policies shall apply. Federal Funds may not be used to purchase alcoholic beverages unless the expenditure is specifically research involving alcohol or tobacco products and aligns with Foundation Policy and Procedures.

### **700 APPROVAL OF TRANSACTIONS**

- All hospitality expenses must be approved by the appropriate Approving Authority.
- Individuals with approval authority may not approve their own hospitality expenses and individuals may not approve hospitality expenses of their supervisor. The exception to this is approval of the President’s hospitality expenditures by the University Chief Financial Officer or equivalent.
- Written approval by both the respective Approving Authority and the Foundation Chief Financial Officer is required to purchase cash, gift cards, or other cash-equivalent awards or prizes with per item expenses \$500 or above.
- Approval by the respective Approving Authority is required for meals or light refreshments planned for employee-only meetings or events.
- Requests for payment or reimbursement for meals and light refreshments provided during meetings and events attended by official University guest(s) must include the name(s) and affiliation of meeting or event attendees and the business purpose benefiting the campus.

- Approval by the Foundation Executive Director or designee is required for recreational, sporting, or entertainment event hospitality expenses.
- Approval by the Foundation Executive Director or designee is required for hospitality expenses for a spouse or domestic partner of an employee.

## **800 DEFINITIONS**

**Approving Authority** – a person to whom authority has been assigned in writing (i.e., AVP, Dean, Executive Director, or designee, provided that designee is in a managerial position or above) to approve hospitality expenses.

**Auxiliary Organization Funds** – University auxiliary organizations are separate legal entities authorized via the Education Code to provide essential services to students and employees. Auxiliary organizations operate in association with campuses pursuant to special written agreements and are authorized to perform specific functions that contribute to the educational mission of the campus. These organizations are subject to applicable state and federal laws and regulations.

**Catering** is defined as foods that need preparation and are provided by DH Catering. These typically require a controlled environment from preparation to service that are under the guidelines of the LA County Health Department. This includes safety and sanitation, as well as holding temperatures throughout preparation and serving process for both hot and cold food items.

All restaurants under contract with CSUDH Foundation Dining Services can be used as options for catering (i.e., Panda Express, Green Olive, Subway, and Every Table, as well as operations directly under Foundation oversight).

**Catering Exception** – Event catering falls exclusively under the purview of Campus Dining. All catering completed by an entity other than Campus Dining shall be considered an exception and needs to be approved by stakeholders as instructed within this Policy.

**De Minimis** – Small in value relative to total compensation. There is no set dollar amount in the law for nominal prizes or awards. (The IRS gave advice at least once, in 2001, that a benefit of \$100 did not qualify as de minimis).

**Designee** - A person to whom signature authority has been delegated, by the original Approving Authority. A designee may not further designate authority without first notifying the original Approving Authority. Fiscal responsibility remains with original Approving Authority. Designees must be in managerial position or above.

**Employee Meetings** – Meetings serving a University business purpose and generally administrative in nature, e.g., meetings of the Academic Senate, meetings of deans and directors, employee morale functions, extended formal training sessions, conferences, extended strategic planning sessions, and meetings of appointed workgroups and committees. An employee-only meeting or event is one at which no official guest is in attendance. Students invited by the official host and whose presence at the event is integral to the business purpose of the meeting or event, are considered official guests. Students attending a meeting or event in their role as student assistant employees, are employees, not official guests. Also, for hospitality purposes, University employees and employees of auxiliary

organizations are not considered guests.

**Fundraising Event** – Events conducted for the sole or primary purpose of raising charitable funds, where participants make a charitable contribution and a purchase of fair market value of goods or services.

Hospitality includes the following:

- **Entertainment Services** – Reasonable expenditures as part of an event including, but not limited to, equipment and venue rentals, décor, music, and performers.
- **Food and Beverage** – The provision of meals (catered or restaurant) or light refreshments.
- **Light Refreshments** – Includes non-alcoholic beverages, hors d'oeuvres or appetizers, pastries, and cookies.
- **Awards and Prizes** – Something of value given or bestowed upon an individual, group, or entity in recognition of service to the University or achievement benefiting the University, with the expectation of benefit accruing to the University, or for other occasions that serve a bona fide business purpose.
- **Promotional Items** – Items that display the name, logo, or other icon identifying the University, such as a keychain, coffee mug, calendar, or clothing. When employees are required to wear clothing bearing the campus logo while working, e.g., during an event such as commencement, these expenses fall within regular business expense requirements and are not subject to the provisions of this Policy.

**Social Organizations** – University clubs, athletic clubs, service clubs, civic organizations, and other organizations that provide a venue for members to host events or serve as a means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations, and professional organizations are considered regular business expenses and are not governed by this Policy.

**Official Host** – A University employee who is responsible for hosting guests at a meeting, conference, reception, activity, or other University business event.

**Official Guest** – A person invited by an official host to attend a University meeting, conference, reception, activity, or event. Examples of official guests include employees visiting from another work location, donors, candidates for University faculty, staff or administrative positions, students, volunteers, members of the community, and media representatives. Students attending a meeting or event in their role as student assistant employees are not official guests under this Policy.

**Private-Purpose Trust and Agency Funds** – Trust or agency funds held by the University in a trustee or custodial capacity (assets equal liabilities) on behalf of third parties and subject to applicable laws and the written agreements applicable to the funds about any hospitality expenditures.

**Public Purpose** – Business purpose consistent with the mission and fiduciary responsibilities of the University.

**Sponsored Program Administration Funds** – Grants and contracts from federal, state, local

government, or private sources.

**Sponsorship** – Contribution to the cost of an event in return for advertising or promoting the University. This includes the cost of purchasing a table at external events.

**State Funds** – Monies appropriated by the legislature, either as part of the budget process or continuously appropriated (e.g., tuition and fees) and all other funds within Fund 0948 are considered state funds under this Policy. This includes, but is not limited to, State University Parking Revenue Fund, State University (Health) Facilities Revenue Fund, State University Continuing Education Revenue Fund, CSU Dormitory Revenue Fund, Lottery and Miscellaneous Trust Funds subject to restrictions established for the fund.

**Student Organizations** – As defined by Executive Order 1068, Student Activities, “Formal Chartering and Recognition Policies.”

**Work Location** – The campus where the individual is employed.

### **900 CATERING EXCEPTION POLICY**

A portion of revenue earned by Foundation is distributed back to the University to support the University’s mission. Operating under the direction and responsibility of the Foundation, Campus Dining Services (including all Retail Dining/Food Operations), and DH Catering have exclusive rights to provide all food services on campus. The Foundation is recognized by the Los Angeles County Health Department as the only authorized and permitted food service provider for the campus. In addition, the Foundation holds the only campus Alcohol Beverage License issued by the State of California. Any catering activities held on campus must be provided by Campus Dining Services and DH Catering. Any food or beverage purchases that are not directly related to off-campus entertainment require a Catering Exception.

Any event or program that takes place on campus and does not use Foundation dining services for catering requires the Catering Exception. Exemption from using Campus Dining Services or DH Catering may be considered for campus events held outside the Loker Student Union through submittal of Foundation’s Catering Exception Form. A Catering Exception Form is available at Foundation’s main office (WH360), Campus Dining offices, or online. All Catering Exceptions must be reviewed and approved by the Director of Commercial Services or designee. Adherence to this Policy shows the campus’s commitment to the services providing a variety of 11 dining services on campus: 4 franchises and 7 self-operated locations.

Catering Services are available 7 days a week, based on reservation bookings. Please plan a minimum of one (1) work week in advance when ordering catering. Please reserve a room first, prior to making catering arrangements. Room reservations can be made with Loker Student Union Reservations. Exclusivity rights on campus must allow DH Catering first right of refusal to maintain quality and consistency as well from a marketing perspective. Catering that is allowed from another source should indicate at the event where the food originated. Any food item that isn’t provided and sold by Campus Dining, DH Catering, or Vendor Restaurants located on campus (i.e., Subway, Everytable, Panda Express, Green Olive, Toro Fresh, 1910 Café, DH Sports, Toro Fresh, Union Grind, Booked & Brewed, Grab n Go’s, and food items sold in our University Bookstore) and are not defined as “packaged foods” or does not fall under the definition for “potluck”, require a Catering Exception Form. Catering Exception forms are not needed for Potlucks or Packaged Foods.

Exterior Catering Companies – These can only be used after an exemption is granted by Dining Services. Part of granting the exemption is to review the application to ensure the food vendor the department wishes to use is a recognized and licensed food vendor and follows Los Angeles County guidelines.

## **901 ITEMS THAT DO NOT NEED A CATERING EXCEPTION FORM**

### **Potlucks**

Attendees of the “potluck” provide prepared food and beverages to be shared with other attendees. The individuals who provide food or beverages at “potlucks” are solely responsible for the safety of the food, its storage and serving, and any illnesses or injuries that may arise from consuming the food.

Potlucks are NOT a University or Foundation function. Foundation or University funds cannot be used to provide food for a potluck event.

### **Packaged Foods**

Food packaging is packaging for food and sold by reputable stores. A **package** provides protection, tampering resistance, and special physical, chemical, or biological needs. It may bear a nutrition facts label and other information about **food** being offered for sale. These items still must comply with manufacturing and health department requirements for temperature holding.

## **1000 RECORD RETENTION**

In accordance with CSU record retention policies, accounts payable records for Hospitality expenses will be retained for four (4) years from the end of the fiscal year of the record item. Any taxable item records will be retained for six (6) years. Administrative & Financial Records will be retained for seven (7) years to ensure all CSU record retention policies and regulatory requirements are met or exceeded.

## **1100 SUBMITTAL REQUIREMENTS**

A Payment Request, properly indicating that it is for a hospitality or public relations expenditure, must be approved by the authorized account signer. Signature stamps are not acceptable. The account signer approving the authorization is responsible for ascertaining the necessity and reasonableness of the authorization and for ensuring that adequate documentation is attached to support the authorization. Account signers may not approve authorizations payable to themselves. Account signers may not approve authorizations payable to their supervisor, except in the case of reimbursements to the University President, wherein the campus CFO shall approve. Payment Requests shall be submitted within 30 days of the date the expense was incurred. The following information is required to be provided upon request for payment:

- **Description** – Description of the expense.
- **Purpose** – Specific and detailed information regarding the business purpose for the expenditure and the business benefit expected to be gained because of the expenditure. Must also include how the expense serves the mission of the University and/or Foundation. Generic statements such as "promotes positive relations," "community relations," or "employee relations" are not acceptable.

- **Relationship** – Names of the persons included and their affiliation to the University/Foundation. When a donor's or participant's name needs to be kept confidential, indicate as either "confidential" or "anonymous" or participant reference number. Not required for campus-wide events.
- **Event** – Event Flyer or Agenda required for events.
- **Receipts** – Original receipts are required that include the amount, date, place, and description of the expenditure. In cases where receipts cannot be obtained or have been lost, a Lost Receipt Form must be completed.

## Exhibit A

### HOSPITALITY GUIDELINE MATRIX

Hospitality Expense	State Funds (All University Funds) (1)	Auxiliary Organization Foundation (2)
Food and beverage (excluding alcohol) provided for meetings/events that have a business purpose	YES	YES
Food and beverage (excluding alcohol) provided for meetings with donors as cultivation	YES	YES
Food and beverage (excluding alcohol) provided for student meetings/events	YES	YES
Food and beverage (excluding alcohol) provided for recruitment interview	YES	YES
Food and beverage (excluding alcohol) provided for retreat	YES	YES
Employee service recognition awards	YES	YES
Retirement award – trophy, plaque with 5+ years of service	YES	YES
Employee morale-building function	YES	YES
Promotional items	YES	YES
Entertainment services – décor, equipment/furniture/venue rental, music, performers	YES	YES
Student achievement/excellence award	YES	YES
Incentive for survey participation	YES	YES
Opportunity drawing/door prize for events that have a business purpose	YES	YES
Sponsorship	YES	YES
Coffee or water bottles if purchased for office guests	YES	YES
Entertainment event – tickets, sporting, recreational	YES	YES
Supplies for campus food pantry	YES	YES
Campus Dining meal vouchers	YES	YES
Alcoholic beverage, including tax, gratuity, and service charges	NO	YES
Employee social events, examples but not limited to, anniversaries, retirement, farewell gatherings	NO	YES
Gift - gift card, gift basket, flowers, cards, CSUDH promotional items, for bereavement, retirement, farewell, get well, thank you, etc.	NO	YES
Membership in social organization	NO	YES
Tobacco products	NO	YES
Coffee or water bottles/water delivery service for employee convenience	NO	YES

(1) Subject to University policies and directives regarding use of funds

(2) Subject to Foundation policies and directives regarding use of funds