

Hospitality Policy and Form Training

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Agenda

- * Policy Objective
- * Policy Statement
- * Definitions
- * Allowable Expenditures and Occasions
- * Employee Only Meetings and Events
- * Unallowed Expenditures
- * Funding Sources
- * Hospitality Form

What is Hospitality?

- * **Hospitality-**

- * The reasonable provision of meals(catered or restaurant) or light refreshments(beverages, hor d'oeuvres, pastries, cookies)
- * Entertainment Services
- * Promotional Items
- * Service Recognition
- * Awards
- * Prizes
- * Hospitality includes expenses for activities that promote the university to the public, with the expectation of benefits accruing directly or indirectly to the university.

Policy Objective

- * Hospitality expenses may be paid when ALL the following criteria are met:
 1. Expenses are Necessary
 2. Appropriate to the Occasion
 3. Reasonable in Amount
 4. Serves a purpose with the Mission of the University
 5. Cost Effective

Policy Statement

- * Governs how the University and Auxiliaries provide hospitality:
 - Students
 - Employees
 - Donors
 - Guests
 - Visitors
 - Volunteers
 - Other Individuals

Policy Statement Cont.

- * Receives the bulk of its funding from state appropriation and students fees.
- * Employees have an obligation to practice conscious and wide stewardship of these limited resources.

- * Delegation and Governance of Hospitality
 - * ICSUAM 1301.00 Hospitality September 14, 2018
 - * California Education Code Section 89044, 66600,89030, and 89035

Definitions

- * **Approving Official**-A person whom authority has been delegated in writing to approve expenses.
- * **Awards**- Something of value given or bestowed upon an individual, group or entity.
- * **Employee Only Meetings or Events**- Meetings which serve a University business purpose and are generally administrative in nature.

Definitions Cont.

- * **Entertainment Services**- Expenditures incurred in connection with events or activities that are primarily social or recreational.
 - * Please note: Showcasing student talent exempt from policy.
- * **Fundraising Event**- Events conducted for the primary purpose of promoting the university.

Definitions Cont.

- * **Gift-**

- * Something given in appreciation and for no value in exchange.
- * If an expenditure serves a primary public purpose, it is not a gift even if it incidentally benefits an individual or entity.

Definitions Cont.

- * **Memberships in Social Organizations-**
 - * University Clubs
 - * Athletic Clubs
 - * Civic Organizations
 - * Other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community.

Definitions Cont.

- * **Official Host**- The university employee who is providing hospitality and responsible for incurring hospitality expenditures.
- * **Official Guest**- A person invited by an official host to attend a hospitality event.
 - * Please Note: Students attending a meeting or event in their role as a student-employee are considered employees for the purpose of the definition.

Definitions Cont.

- * **Promotional Items-**

- * A tangible item that is distributed to promote the name or image of the university
- * To provide information
- * To enhance university productivity

Allowable Expenditures and Occasions

- * Must be directly related to, or associated with, the active conduct of official university business.
- * Is this hospitality expense appropriate?
 - * Approving Officials must evaluate the following:
 - * Importance of the event in terms of cost
 - * Benefits to be derived
 - * The availability of funds
 - * Are there alternatives equally effective?

Employee Only Meetings or Events

- * Serves a university business purpose
- * Occurs infrequently per group or committee
- * Is a reasonable amount
- * And ONE of the following are met:
 - * The meeting or event lasts 3 hours or more
 - * The majority of the attendees are on travel status
 - * More than 2 employees are present

Employee Only Meetings or Events

- * Public expenditures that are driven by personal motives are an impermissible use of university funds.
- * When a meeting includes a working meal, it must be demonstrated that the meal is an integral component of the business meeting or event.

Meal Limits for Employee Only Meetings and Events

- * The maximum meal limits are as follows:

* Meal Type	Maximum Per Person
Breakfast	\$25
Lunch	\$30
Dinner	\$55
Light Refreshments	\$20

- * Vice Presidents or above may approve exceptions with documented explanation.
- * Official Guest Meetings and Events are not subject to these meal limits, but should be reasonable and appropriate to the business purpose of the event.

Employee Awards, Service Recognition and Morale

- * Must serve a purpose consistent with the mission and fiduciary responsibility of the university and align with IRS regulations.
- * A non-cash award or prize may have taxable consequences to the employee if it does not meet the IRS definition of de minimis, which is as follows:
 - * (\$75 or less)
 - * Infrequent
- * In addition it is not taxable if it is part of the university's established recognition program.

Employee Farewell Reception/Award

- * Celebration for exceptional contributions to the university are acceptable for any employee separating with a minimum of 5 years of service from University.
- * The maximum amount allowed is up to \$750.
- * Alcohol may not be purchased with Operating Fund.
 - * Corkage and bar service is permitted with Operating Fund.
- * A farewell award (tangible item) is allowed up to \$75 (no cash or gift cards)
- * VP or above may approve limited exceptions to the \$750

Unallowed Expenditures

- * Personal Benefit
 - * Examples include:
 - * Employee birthdays, weddings, anniversaries, bridal/baby showers, bereavement or sympathy gifts.
 - * Gifts as thank you to consultants, guest speakers, or employees from another campus.
- * Discrimination
- * Tobacco Product

Funding Sources

- * Lottery Funds- Exclusive use for the education of students cannot be used for hospitality.
- * CSU Operating Fund- Cannot be used for alcoholic beverages, entertainment services, memberships to social organizations, or any expenditure prohibited by applicable laws, regulations or agreements including the California Budget Act.
- * Self-Support/Student Fees-Must be in accordance with the Trust Agreement.
- * Private Support- Has the most flexibility, see Table 1

Approval of Hospitality

- * Must be approved by approving official (approving authority).
- * Approving authority may not approve their own expenses and may not approve their supervisor. Exception: The President's expenditures to be approved by CFO
- * Vice President approval or above is required when a spouse or domestic partner of an employee is in attendance and the hospitality is for recreational, sporting or entertainment events.



HOSPITALITY FORM

Revised 09/2019 v3.0

Current Date: _____ Date of Event: _____

Official Host Name: _____ Phone or Email: _____

Number of Participants: _____ Cost per Participant: _____

Does the hospitality include official guests?

No Yes (*Describe official guest*): →

- Employees from another CSU work location
- Donors
- Sponsored Program participants
- Members of the community
- Students
- Volunteers
- Recruitment candidates
- Other (*Describe*): _____

If "No" please include a list of participants and reference the hospitality policy for maximum meal limits.

Business Purpose: <i>(Please be detailed, agenda required for employee only meeting)</i>	
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Business Unit	Account	Fund	Dept	Program	Project	Class	\$ Amount
Operating Fund – GM1##, SO##, RN##, RT##, and for the purposes of this policy QZ## Self-Support Student Fee Funds – RC##, RD##, RM##, RO##, RQ##, RU##, RV## Private Support – Co##, GM2/3##, NT##, Q### (other than QZ##), RY##							

Type of Hospitality Expense (<i>Mark all that apply</i>):	Operating Fund	Self-Support Student Fee	Private Support
Gifts to employees		Not allowed	
Birthday, wedding, anniversary, bridal/baby showers, bereavement gifts to employees		Not allowed	
Tobacco products		Not allowed	
Meals and light refreshments for meetings and events			
Employee awards/prizes, service recognition, or employee morale functions			
Employee farewell gatherings (\$750 maximum)			
Employee farewell awards			
Promotional items for official guests			
Promotional items for university employees (<i>Tangible personal property up to \$75</i>)			
Gifts to official guests	Not Allowed	Not Allowed	
Stoles or equivalent	Not Allowed	Not Allowed	
Memberships in social organizations	Not Allowed		
Alcoholic beverages	Not Allowed		
Entertainment services (<i>VP approval or higher required</i>)	Not Allowed		
Other (<i>Describe</i>):			

The hospitality policy can be found at <https://www.sonoma.edu/policies>

AUTHORIZED SIGNER (APPROVING AUTHORITY):

Expenses are in accordance with the SSU Hospitality Policy.

 Print Name: _____ Date: 09/24/19

 Signature: _____

ADDITIONAL APPROVING OFFICIAL, if required:

(Required when authorized signer and official host are the same person or when official host is the authorized signer's supervisor)

 Signature: _____

Summary of Changes

- * The definition of the different “types” of money
 - * Specific fund examples provided in FAQ
- * Employee awards and morale functions
 - * Allowed with approval of Senior Director of higher
 - * Gift cards/certificates prohibited with exception of Wolfbucks
- * Employee farewell celebrations
 - * Reduce from 15 years of service to 5 separation from university
- * Meals at employee only events
 - * Detailed on slides above and within policy-meeting agenda must be attached
- * Student awards and prizes
 - * Only private support or student fees specifically approved for awards shall be used.

Questions

