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To: Pcbodist@coyote.csusm.edu
Subject: [Pcbodist] PCBO Notice: Hospitality Form Submittals
Date: Monday, June 7, 2021 9:52:00 AM
Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations
Hospitality Form Submittal

On behalf of Business and Financial Services:

We wanted to ensure that everyone is aware of the various processes and payment methods which require the Hospitality Form.

The Hospitality Form is required when submitting the following documents:

- A Direct Pay for hospitality expenses
- A Purchase Requisition for hospitality expenses
- A ProCard Reconciliation which includes hospitality expenses.
- An Employee Award sent to Payroll for payment
- A Travel Claim when hospitality is incurred during travel

The Hospitality Form may be found at the following website:

<https://www.csusm.edu/procurement/ap/index.html>

Thanks!