



HOSPITALITY POLICY

PURPOSE:

To establish the basis upon which CSUSM Corporation may provide hospitality to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; recreational, or entertainment event; or other occasion that promotes the mission of CSUSM and CSUSM Corporation.

SCOPE:

This policy governs the appropriate use of CSUSM Corporation funds used for hospitality expenses to ensure that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of CSUSM Corporation; unless legally otherwise restricted by law, regulations or funding source agreements.

POLICY:

- I. The CSUSM Corporation Board of Directors has determined that the policy on hospitality shall follow policies established by the CSU Hospitality Policy [ICSUAM 1301.00](#) and the hospitality guidelines established by CSUSM.
 - a. Official hospitality expenses may be paid from various funding sources to be used in conjunction with its General Expense Matrix.
 - b. Hospitality requests must be reviewed and approved by CSUSM Corporation and/or CSUSM for appropriateness and funding availability prior to making purchases as specified in the Hospitality Procedures.
 - c. Failure to follow this policy and applicable procedures may lead to disciplinary action and/or dismissal.
 - d. Gift Card purchases must comply with the CSUSM Corporation Gift Card Purchasing Procedures.

FUNDING SOURCES:

- I. Campus Program Funds
Hospitality expenses may be charged to campus program funds provided the expenses serve a bona fide business purpose, to the extent the expenses are not restricted by other applicable laws, regulations, or funding source agreements.
- II. Grants and Contracts
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 CSUSM Corporation policy, the stricter of the two policies shall apply. Federal Funds may not be used to purchase alcoholic beverages.

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APPROVAL OF TRANSACTIONS:

Approving Authority – a person to whom authority has been delegated in writing to approve expenses for meals, light refreshments, and other amenities described within the policy. The Approving Authority cannot approve transactions reimbursing themselves, expenses of a person to whom they report, or of a spouse or family member.

REFERENCES:

Hospitality Form

[ICSUAM 1301.00 Hospitality](#)

[Designation and Use of Public Relations Funds](#)

[General Expense Matrix](#)

[Gift Card Purchasing Procedures](#)

[CSUSM Hospitality Guidelines](#)